



**SAN FRANCISCO
HUMAN SERVICES AGENCY**

MEMORANDUM

TO: DISABILITY AND AGING SERVICES COMMISSION

THROUGH: KELLY DEARMAN, EXECUTIVE DIRECTOR

FROM: CINDY KAUFFMAN, DEPUTY DIRECTOR
ESPERANZA ZAPIEN, DIRECTOR OF CONTRACTS

DATE: FEBRUARY 5, 2025 DS
EE

SUBJECT: **GRANT MODIFICATION: MULTIPLE GRANTEES (NON-PROFIT) FOR PROVISION OF NUTRITION SERVICES**

GRANT TERM: Please see tables on pages 3-6

GRANT AMOUNT: Please see tables on pages 3-6

FUNDING SOURCE:	County	State	Federal	Contingency	Total
	\$7,476,818	\$169,928	\$9,346,023	\$1,699,278	\$18,692,047

PERCENTAGE:	44%	1%	55%		100%
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The Department of Disability and Aging Services (DAS) requests authorization to modify the existing grant agreements with multiple providers for the period of February 1, 2025 through June 30, 2025, in the additional amount of \$1,081,771 plus a 10% contingency for a revised total amount not to exceed \$18,692,047. The purpose of these modifications is to provide additional funding to community-based organizations’ nutrition grants, enabling them to effectively meet the increasing need for nutrition support in the community. Additionally, the modifications include funding for a one-time only allocation and the FY 2024-25 Cost of Doing Business (CODB) adjustment.

Background

DAS is a state-designated Area Agency on Aging (AAA) under the federal Older Americans Act (OAA) of 1965, as amended. As an Area Agency on Aging, DAS provides vital community-based nutrition services that promote the health, independence, and well-being of older adults and adults with disabilities living in the City and County of San Francisco. DAS nutrition services are crucial in addressing nutrition insecurity for older adults and adults with disabilities by providing consistent and reliable access to healthy, safe, and affordable food.



The nutrition services programming provided by DAS is supported through federal and state funding DAS receives as an Area Agency on Aging, and by local government funding.

Utilizing the savings from the dignity fund in FY 2023-24, DAS is allocating one-time only funds to community partners who are providing services above their current contracted service levels. The funding allocation is based on the nutrition partners' service level projections for this fiscal year, as well as the priorities outlined in DAS's Area Plan and the 2022 Dignity Fund Community Needs Assessment.

Services to be Provided

Grantees will provide one or more of the following culturally responsive nutrition services: congregate nutrition services or home-delivered nutrition services.

Grantees will provide services in accordance with nutrition and food service standards set forth by California Retail Food Code (CRFC), Title 22 Regulations, California Department of Aging, and DAS Office of Community Partnerships (OCP). Grantees will adhere to nutritional standards by incorporating the Dietary Guidelines for Americans.

Congregate Nutrition Services:

Grantees provide meals at a congregate dining site. Grantee may also offer meals to-go but may not offer to-go meals exclusively. These meals may include breakfast, lunch, and/or dinner meals. Grantees screen participants for food security and nutrition risk. Grantees provide nutrition education and access to other DAS services. Congregate nutrition service programming also gives participants the opportunity to contribute to the meal cost.

Nutrition Compliance and Quality Assurance (NCQA): NCQA is a required component of congregate nutrition services. NCQA includes quarterly monitoring of a grantee's food service production and meal service to ensure compliance with state and local food safety and sanitation requirements. NCQA also includes nutrition education, in-service training, and nutrition counseling.

Home-Delivered Meal (HDM) Nutrition Services:

Grantees deliver meals to eligible individuals living in San Francisco. HDM nutrition services also include an initial home-delivered meal assessment, an annual comprehensive assessment, and quarterly re-assessments of the participant. Meals may be hot, chilled, or frozen. The type of meal and quantity delivered to participants depends on their unique needs as determined by the assessments. Grantees provide nutrition education and access to other DAS services. HDM nutrition service programming also gives participants the opportunity to contribute to the meal cost.

Nutrition Compliance and Quality Assurance (NCQA): NCQA is a required component of HDM nutrition services. NCQA includes quarterly monitoring of a grantee's food service production and meal delivery to ensure compliance with state and local food safety and sanitation requirements. NCQA also includes nutrition education, in-service training, and home-delivered meal assessments.

Modification

Please refer to the Appendix A and budgets for each of the grantees for more details.

Bayview Hunters Point Multipurpose Senior Services– Adults with Disabilities (AWD) Congregate Nutrition Services

	FY 21-22	FY 22-23	FY 23-24	FY 24-25	Total
Current	\$205,392	\$228,837	\$312,457	\$231,745	\$978,431
Modification				\$99,694	\$99,694
Revised	\$205,392	\$228,837	\$312,457	\$331,439	\$1,078,125
10% contingency					\$107,813
Not-to-Exceed					\$1,185,938

Centro Latino de San Francisco – Adults with Disabilities (AWD) Congregate Nutrition Services

	FY 21-22	FY 22-23	FY 23-24	FY 24-25	Total
Current	\$195,548	\$240,483	\$259,426	\$259,426	\$954,883
Modification				\$149,902	\$149,902
Revised	\$195,548	\$240,483	\$259,426	\$409,328	\$1,104,785
10% contingency					\$110,479
Not-to-Exceed					\$1,215,264

On Lok – Congregate Nutrition Services for Older Adults

	FY 21-22	FY 22-23	FY 23-24	FY 24-25	Total
Current	\$790,199	\$614,413	\$816,590	\$693,849	\$2,915,051
Modification				\$368,016	\$368,016
Revised	\$790,199	\$614,413	\$816,590	\$1,061,865	\$3,283,067
10% contingency					\$328,307
Not-to-Exceed					\$3,611,374

Self-Help for the Elderly - Home-Delivered Meal Nutrition Services for Older Adults*

	FY 21-22	FY 22-23	FY 23-24	FY 24-25	Total
Current	\$2,473,499	\$3,048,613	\$2,780,381	\$2,760,140	\$11,062,633
Modification				\$464,159	\$464,159
Revised	\$2,473,499	\$3,048,613	\$2,780,381	\$3,224,299	\$11,526,792
				10% contingency	\$1,152,679
				Not-to-Exceed	\$12,679,471

Total

	Modification	Revised	Contingency	Not-to-Exceed
Bayview Hunters Point Multipurpose Senior Services – Adult with Disabilities (AWD) Congregate Nutrition Services	\$99,694	\$1,078,125	\$107,813	\$1,185,938
Centro Latino de San Francisco – Adult with Disabilities (AWD) Congregate Nutrition Services	\$149,902	\$1,104,785	\$110,479	\$1,215,264
On Lok – Congregate Nutrition Services for Older Adults	\$368,016	\$3,283,067	\$328,307	\$3,611,374
Self-Help for the Elderly - Home-Delivered Meal Nutrition Services for Older Adults	\$464,159	\$11,526,792	\$1,152,679	\$12,679,471
Total	\$1,081,771	\$16,992,769	\$1,699,278	\$18,692,047

Selection

Grantees were selected through RFP #920 issued in March 2021.

Funding

Funding for the Nutrition Services grants is provided through a combination of Federal, State, and County General Funds.

ATTACHMENTS

Bayview Hunters Point Multipurpose Senior Services – Adult with Disabilities (AWD) Congregate Nutrition Services

- Appendix A-3, Services to be Provided
- Appendix B-3, Budget
- Appendix F-1-Site Chart

Centro Latino de San Francisco – Adult with Disabilities (AWD) Congregate Nutrition Services

- Appendix A-4, Services to be Provided
- Appendix B-4, Budget
- Appendix F-1, Site Chart

On Lok – Congregate Nutrition Services for Older Adults

- Appendix A-2, Services to be Provided
- Appendix B-2, Budget
- Appendix F-1-Site Chart

Self-Help for the Elderly - Home-Delivered Meal Nutrition Services for Older Adults

- Appendix A-4, Services to be Provided
- Appendix B-4, Budget
- Appendix F1-Site Chart

Appendix A-3 - Services to be Provided
Bayview Hunters Point Multipurpose Senior Services
 Congregate Nutrition Services for Adults with Disabilities

July 1, 2021 – June 30, 2025
 Modification Date: February 5, 2025

I. Purpose

The purpose of this grant is to provide congregate nutrition services for adults with disabilities living in the City and County of San Francisco. Congregate nutrition services include the provision of nutritious meals, nutrition education, and nutrition risk screening. Congregate nutrition services support individuals to live independently in their own homes and communities, help ensure health and well-being through improved nutrition, and reduced isolation, and serve as an access point for other home and community-based services.

II. Definitions

Grantee	Bayview Hunters Point Multipurpose Senior Services (BHMPSS)
Adult with a Disability	A person 18-59 years of age living with a disability.
At Risk of Institutionalization	To be considered at risk of institutionalization, a person must have, at a minimum, one of the following: 1) functional impairment in a minimum of two Activities of Daily Living (ADL): eating, dressing, transfer, bathing, toileting, and grooming; or 2) a medical condition to the extent requiring the level of care that would be provided in a nursing facility; or 3) be unable to manage his/her own affairs due to emotional and/or cognitive impairment, evidenced by functional impairment in a minimum of three Instrumental Activities of Daily Living (IADLs): preparing meals, managing money, shopping for groceries or personal items, performing housework, using a telephone.
CARBON	Contracts Administration, Reporting, and Billing On-line System.
CCR-Title 22	California Code of Regulations, Title 22, Social Security, Division 1.8. California Department of Aging
CDA	California Department of Aging.
City	City and County of San Francisco, a municipal corporation.

Communities of Color	An inclusive term and unifying term for persons who do not identify as White, who have been historically and systemically disadvantaged by institutionalized and interpersonal racism.
Congregate Nutrition Services	The procurement, preparation, transporting and serving of meals that meet nutrition requirements to eligible consumers in a group setting. Congregate nutrition services also include nutrition education, health promotion, and nutrition risk screening
CRFC	California Retail Food Code, which is a uniform statewide health and sanitation standard for food facilities. (Sec. 113700 et seq., California Health and Safety Code)
DAS	Department of Disability and Aging Services.
DETERMINE Your Nutritional Health Checklist / DETERMINE Checklist	A screening tool published by the Nutrition Screening Initiative used to identify individuals at nutritional risk. All grantees must use the DETERMINE Checklist to evaluate the nutrition risk status of congregate and home-delivered meal nutrition services participants. http://www.dhs.gov.vi/home/documents/DetermineNutritionChecklist.pdf
DGA/Dietary Guidelines for Americans	Evidence-based food and beverage recommendations for Americans ages two (2) and older that aim to promote health, prevent chronic disease, and help people reach and maintain a healthy weight. Published jointly every 5 years by the U.S. Department of Health and Human Services (HHS) and the U.S. Department of Agriculture (USDA).
DRI/ Dietary Reference Intakes	Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations.
Disability	Mental, cognitive and/or physical impairments, including hearing and visual impairments, that result in substantial functional limitations in one (1) or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, and self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment. (CCR Title 22 Sec. 7630)
HACCP	Hazard Analysis of Critical Control Point. A systematic approach to the identification, evaluation, and control of food safety hazards. (CCR Title 22 Sec. 7630)

LGBTQ+	An acronym/term used to refer to persons who self-identify as non -heterosexual and/or whose gender identity does not correspond to their birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.
Limited English-Speaking Proficiency	Any person who does not speak English well or is otherwise unable to communicate effectively in English because English is not the person’s primary language.
Low-Income	Having income at or below 100% of the federal poverty line as defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services. Eligibility for enrollment and/or participation is not means tested. Consumers self-report income status.
Menu Planning and Analysis	The development of a menu cycle that adheres to DAS OCP and CDA menu standards and the nutrition requirements of meals. A Registered Dietitian conducts the menu analysis, and the analysis will demonstrate adherence to the menu standards and nutrition requirements of the meals. (CDA Program Memo 12-17 as amended)
NCQA	Nutrition Compliance and Quality Assurance are components of congregate and home-delivered nutrition services that are programmatically required and include, but are not limited to, actions that ensure food safety, certify menu compliance, provide nutrition education, confirm consumer eligibility, and assess consumers’ physiological, socioeconomic, and psychological well-being as well as need for nutrition and other supportive services. NCQA also includes nutrition counseling performed by a registered dietitian, when feasible and appropriate.
Nutrition Counseling	Provision of individualized advice and guidance to individuals who are at nutritional risk because of their health or nutritional history, dietary intake, medications use, or chronic illnesses about options and methods for improving their nutritional status, performed by a registered dietitian in accordance with Sections 2585 and 2586, Business and Professions Code. (CCR Title 22 Sec. 7630)

<p>Nutrition Education Session</p>	<p>An intervention targeting participants and caregivers that uses information dissemination, instruction, or training with the intent to support food, nutrition, and physical activity choices and behaviors (related to nutritional status) in order to maintain or improve health and address nutrition-related conditions. Content is consistent with the DGA; accurate, culturally sensitive, regionally appropriate, and considers personal preferences; and overseen by a registered dietitian. (CDA Program Memo 21-23)</p>
<p>Nutrition Requirements of Meals</p>	<p>Each meal provided through congregate and home-delivered nutrition services shall adhere to the current Dietary Guidelines for Americans (DGA) and provide a minimum of one-third of the Dietary Reference Intakes (DRI). (CCR Title 22 Sec. 7638.5)</p>
<p>Nutrition Screening</p>	<p>Completion of a nutrition screening checklist by eligible individuals to determine if they are at nutrition risk. A nutrition screening checklist is a federal public information collection requirement in the National Aging Program Information System (NAPIS), found in the Federal Register, Volume 59, No. 188, September 29, 1994. (CCR Title 22 Sec. 7630)</p>
<p>Nutrition Services</p>	<p>The procurement, preparation, transport, and service of meals, nutrition education, nutrition screening, and nutrition counseling, to eligible individuals at congregate sites or in their homes. (CCR Title 22 Sec. 7630)</p>
<p>OCP</p>	<p>Office of Community Partnerships.</p>
<p>OCM</p>	<p>Office of Contract Management, San Francisco Human Services Agency.</p>
<p>Registered Dietitian (RD)/ Registered Dietitian Nutritionist (RDN)</p>	<p>Registered Dietitian or Registered Dietitian Nutritionist: An individual who shall be both: 1) Qualified as specified in Sections 2585 and 2586, Business and Professions Code, and 2) Registered by the Commission on Dietetic Registration.</p>
<p>SF DAS GetCare</p>	<p>A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service units, run reports, etc.</p>
<p>SF-HSA</p>	<p>Human Services Agency of the City and County of San Francisco.</p>

Socially Isolated	Having few social relationships and few people to interact with regularly.
SOGI	Sexual Orientation and Gender Identity; <i>Ordinance No. 159-16</i> amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve (<i>Chapter 104, Sections 104.1 through 104.9</i>).
To-Go Meal	A meal provided by the congregate nutrition service grantee that is picked up or delivered and consumed off-site by an eligible consumer.
Unduplicated Consumer (UDC)	An individual who participates in congregate nutrition services and their participation is reflected in SF DAS GetCare by the grantee.

III. Target Populations

This program is designed to serve all ethnicities and populations, with focused expertise to promote unique cultural needs which have been identified as demonstrating the greatest economic and social need:

- Persons with low income
- Persons who are socially isolated
- Persons with limited English- speaking proficiency
- Persons from communities of color
- Persons who identify as LGBTQ+
- Persons at risk of institutionalization

IV. Eligibility for Services

1. A person who is an adult with a disability.
2. A spouse or domestic partner accompanying an eligible adult with a disability at the meal program regardless of age. A spouse or domestic partner is as defined by law and/or as in chapter 12B of the San Francisco Administrative Code.

V. Location and Time of Services

The grantee will provide congregate nutrition services in the City and County of San Francisco. The grantee, with approval from DAS OCP, will determine the location(s) and time(s) for the provision of congregate nutrition services.

VI. Description of Services and Program Requirements

1. Grantee will develop and maintain nutrition policies and procedures that meet the nutrition and food service standards set forth by California Retail Food Code (CRFC), CCR Title 22, CDA, and DAS OCP.
2. Grantee will provide congregate nutrition services for adults with disabilities. The provision of services will include the following:
 - a. Enrollment of consumers in the program and the provision of congregate meals to those consumers as indicated in Table A below and in the various neighborhoods and/or districts as indicated in the DAS OCP approved site chart.
 - b. Provision of congregate meals that meet nutritional standards by adhering to the current DGA and offering a minimum of one-third of the DRIs if the grantee provides one meal per day. If the grantee provides two meals per day, the meals must contain at least two-thirds of the DRIs. If the grantee provides three meals per day, the meals must contain 100% of the DRIs. The grantee may not count fractions of meals or snacks cumulatively. Each meal must individually meet one-third of the DRIs.
 - c. Annual nutrition screenings for each consumer and documentation of individual responses in SF DAS GetCare within one month of obtaining them. Required screenings include a nutritional risk screening using the DETERMINE Checklist and a food security screening. The grantee will refer clients screened at high nutritional risk to the DAS funded citywide nutrition counseling and education program.
3. Grantee may provide to-go meals for adults with disabilities through their congregate nutrition service program. To-go meals may only be provided as an additional service option for consumers. The grantee may not replace the conventional style of congregate nutrition services (i.e., meals consumed on site and in a group setting) with a to-go meal service model exclusively.
4. Grantee may offer planned person-to-person interactions for consumers receiving to-go meals however, these interactions are not required to provide to-go meals. The availability of person-to-person interactions and a consumer's decision to participate will determine how the grantee reports the meal to DAS and in SF DAS GetCare. The grantee may provide to-go meals using one of the following models of service:
 - a. The to-go meal is picked up by a consumer, designated proxy, or the grantee delivers it to the consumer. The meal is consumed off-site, and the grantee organizes in-person or virtual interaction for the consumer receiving the to-go meal on the day the meal is intended for consumption. The grantee must document and track the consumer's intent to participate in the organized activity. The grantee is not responsible for ensuring that the consumer attends the organized activity. If a consumer declines participation in the grantee's organized activity all the time or most of the time (e.g., three out of five days or four out of seven days), additional documentation is required and described in number five (5) below.
 - b. The to-go meal is picked up by a consumer, designated proxy, or the grantee delivers it to the consumer. The meal is consumed off-site, and the grantee

does not organize in-person or virtual interaction for the consumer receiving the to-go meal on the day the meal is intended for consumption. This service model also requires the additional documentation described in number five (5) below.

- c. The grantee's provision of to-go meals uses service model 4a. and 4b.
5. The additional documentation required if the grantee provides to-go meals without offering person to person interactions or if the consumer declines participation in the grantee's organized activity all the time or most of the time is the following:
 - a. The grantee will conduct an initial assessment that confirms a consumer's need for to-go meals without organized in-person or virtual interaction by reason of illness or disability, or otherwise isolated. The term "otherwise isolated" may be interpreted as isolation related to not being comfortable with dining in a group setting. The initial assessment must be completed within two (2) weeks from the start of service. The initial assessment may be completed in-person at the time of pick up or via telephone when a consumer or consumer proxy picks up the meal from the congregate meal site. If the grantee delivers the meal(s) to a consumer, the initial assessment must be completed in the consumer's home by the grantee.
 - b. The grantee will conduct quarterly reassessments that confirm a consumer's continued need for to-go meals without organized in-person or virtual interaction. The quarterly reassessment may be completed in-person at the time of pick up or via telephone when a consumer or consumer proxy picks up the meal from the congregate meal site. If the grantee delivers the meal(s) to a consumer, the grantee must complete quarterly reassessments in the consumer's home every other quarter. (i.e., initial assessment conducted in the home; quarter 2 reassessment over the phone; quarter 3 reassessment conducted in the home; quarter 4 reassessment over the phone; quarter 5 reassessment in the home, quarter 6 reassessment over the phone, etc.).
6. Grantee will provide consumers who receive to-go meals the following information, at minimum: safe food handling instructions for the meal, reheating instructions if applicable, voluntary contribution policy and collection procedures, grievance policy, and information on how to request assistance, if needed. If the meals are delivered, the grantee will provide a meal delivery schedule and a copy of the approved cycle menu.
7. Grantee will post at each meal site a notice that informs consumers about the suggested voluntary contribution for a meal and a guest fee for individuals who are not eligible to enroll as a consumer in congregate nutrition services. The grantee's board of directors must approve the suggested contribution and guest fee per meal. The grantee will ensure its policy and procedures for the suggested meal contribution and guest fee comply with DAS OCP policy memoranda.
8. Grantee shall serve and package meals in compliance with the City's Food Service Waste Reduction Ordinance (2007) and Single-Use Foodware Plastics Toxics and Litter Reduction Ordinance (2019).
9. Grantee will conduct Nutrition Compliance-Quality Assurance (NCQA) as follows:
 - a. Submit for review and approval by DAS OCP, at least one month in advance of use, a minimum of a five-week cycle menu with the required corresponding

menu analysis. The registered dietitian (RD) on staff or consultant RD must participate in menu planning and complete the corresponding nutrient analysis. The grantee may seek approval to submit a cycle menu with fewer weeks. DAS OCP will review requests for exceptions and approve if appropriate.

- b. Document menu substitutions. The RD on staff or consultant RD must review and approve menu substitutions in advance of their use.
- c. Provide a nutrition education session at least once per quarter and a minimum of four (4) times during the fiscal year to consumers participating in services. The grantee may deliver a session in person or via video, audio, online, or the distribution of hardcopy materials. The grantee must report nutrition education sessions in SF DAS GetCare and include the estimated number of participants.
- d. Conduct and document an on-site HACCP safety and sanitation monitoring of the production kitchen at least once per quarter and a minimum of four (4) times during the fiscal year. The RD on staff or consultant RD must conduct and document the results of the HACCP safety and sanitation monitoring. HACCP monitoring must also include, but is not limited to the review of quarterly congregate site monitoring reports.
- e. Conduct and document an on-site HACCP safety and sanitation monitoring of each congregate meal site at least once per quarter and a minimum of four (4) times during the fiscal year. The RD on staff, consultant RD, or a qualified staff member must conduct and document the results of the HACCP safety and sanitation monitoring for each site.
- f. Provide orientation and training to all new staff, paid and volunteers, to perform their assigned responsibilities and tasks as described in the CCR Title 22 Regulations Sec. 7636.5. Training, at a minimum, shall include:
 - (1) Food safety, prevention of foodborne illness, and HACCP principles.
 - (2) Accident prevention, instruction on fire safety, first aid, choking, earthquake preparedness, and other emergency procedures.
- g. Provide in-service training for nutrition program staff (e.g. food service and delivery workers) at least once per quarter and a minimum four (4) times during the fiscal year as described in the CCR-Title 22 Regulations Sec. 7636.5 and DAS OCP policy memoranda. The grantee will also document, schedule, and conduct in-service trainings in a timely manner when there are monitoring findings. A registered dietitian (RD) must review and approve an annual in-service training plan and the training curriculum for nutrition program staff.
- h. If to-go meals are delivered by the grantee the following additional NCQA activities are required:
 - i. Conduct end-of-route home-delivered meal temperature checks every other week per route to ensure the meals maintain temperatures that meet food safety standards during the timeframe of the route. The grantee will document and keep on file the temperatures for quarterly review by a registered dietitian (RD).

- ii. Monitor the food safety and sanitation of the home-delivered meal routes including but not limited to the packing, transporting, and delivery of meals. A qualified staff member, trained by a food safety manager or RD, may monitor routes, and document and submit the results to the agency within two weeks of the monitoring. The grantee will monitor each home-delivered meal route, at minimum, two (2) times per year.
10. Grantee will administer an annual consumer satisfaction survey using a survey tool approved by DAS OCP. The grantee will share the survey results with DAS OCP by March 15 each grant year or on a mutually agreed upon date between DAS OCP and the grantee. At minimum, the completed number of surveys per meal site shall be a sample size of the average number of meals served daily.
 11. Grantee will have a qualified manager on staff who conducts the day-to-day management and administrative functions of the nutrition program. The grantee will ensure the manager on staff possess a food safety manager certification and has the required qualifications as described in the CCR Title 22 Regulations Sec. 7636.3 and DAS OCP policy memoranda.
 12. Grantee will ensure there is enough qualified staff, paid and volunteer, with the appropriate education, experience, and cultural competency to carry out the requirements of the program and deliver quality services to meet the needs of the consumers.
 13. Grantee will attend in-service trainings and nutrition meetings coordinated and provided by DAS OCP and share the information with their staff and volunteers as needed.
 14. Grantee shall follow guidance or instructions from the Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH), and local health departments related to the provision of services in the community. If there are contradictory requirements between the most current CDC, CDPH, and local health department guidance or health orders, providers should follow the strictest requirements. The grantee shall follow the requirements with the intent to maximize the health and safety of their staff and clients receiving services
 15. Grantee will have knowledge of the DAS Benefits and Resource Hub services and will make referrals based on clients' needs.

VII. Service Objectives

1. Grantee will enroll at minimum the number of unduplicated consumers and provide the units of service detailed in Table A below:

Table A	FY 21/22	FY 22/23	FY 23/24	FY 24/25
Number of Unduplicated Consumers (UDC)	240	150	150	150
Modification 1	0	0	0	0

Revised	240	150	150	150
Modification 2		+35	+35	+35
Revised		185	185	185
Modification 3		0	0	0
Revised		185	185	185
Modification 4			+15	+10
Revised			200	195
Modification 5			+10	0
Revised			210	195
Modification 6				+55
Revised				250
Number of Meals (UOS)	22,397	9,972	9,972	9,972
Modification 1	+1,000	0	0	0
Revised	23,397	9,972	9,972	9,972
Modification 2		+12,095	+12,095	+12,095
Revised		22,067	22,067	22,067
Modification 3		2,000	0	0
Revised		24,067	22,067	22,067
Modification 4			+10,322	+3,232
Revised			32,389	25,299
Modification 5			+1,721	0
Revised			34,110	25,299
Modification 6				+10,000
Revised				35,299

VIII. Outcome Objectives

1. Consumers report increased consumption of fruits, vegetables, and/or whole grains. Target: 75%.
2. Consumers feel less worried about getting enough food to meet their needs. Target: 85%.
3. Consumers rate the quality of meals they received as excellent or good. Target: 85%.
4. Consumers feel a greater sense of connection to their community. Target: 85%.
5. Consumers feel safe and welcomed by program staff. Target: 85%.

Based on a consumer survey and a sample size equal to or greater than the average number of daily meals served by the grantee.

IX. Reporting and Other Requirements

1. Grantee will enroll eligible consumers into the program funded through this grant agreement by entering the consumer data obtained from consumers using the DAS OCP approved congregate intake form, which includes the annual nutrition risk

screening and the food security screening, into the SF DAS GetCare database in accordance to DAS OCP policy memorandum.

2. Grantee will enter into the SF DAS GetCare Service Unit section all service objectives by the 5th working day of the month for the preceding month. Grantee will ensure meal reporting in SF DAS GetCare accurately reflects the type of meal service provided (i.e., congregate meal and to-go meal).
3. Grantee will enter monthly reports and metrics into the CARBON database system by the 15th of the following month that includes the following information:
 - Number of unduplicated consumers served
 - Number of meals prepared and served
 - Number nutrition compliance units provided
4. Grantee will submit HACCP monitoring reports of the production kitchen and congregate sites to DAS OCP once per quarter. Quarterly reports due Oct. 15; Jan. 15; April 15; and June 15.
5. Grantee will enter the annual outcome objective metrics identified in Section VIII of the Appendix A in the CARBON database by the 15th of the month following the end of the program year.
6. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to SF-HSA no later than July 31 each grant year. The grantee must submit the report in the CARBON system.
7. Grantee shall develop and deliver bi-annual summary reports of SOGI data collected in the year as requested by SF-HSA, DAS, and OCP. The due dates for submitting the bi-annual summary reports are July 10 and January 10.
8. Grantee shall develop and deliver ad hoc reports as requested by SF-HSA, DAS, and OCP.
9. Grantee program staff will complete the California Department of Aging (CDA) Security Awareness Training on an annual basis. The grantee will maintain evidence of staff completion of this training.
10. Grantee shall be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules to the extent applicable.
11. Grantee will develop a grievance policy consistent with DAS OCP policy memorandum.
12. Grantee will assure that services delivered are consistent with professional standards for this service.
13. Pursuant to California Department of Aging Requirement, Grantor reserves the right to reduce funding available for this contract in the event that actual costs are below funding levels initially budgeted for the delivery of services.

Name	Address	Phone
Western Addition Senior Center	1390 1/2 Turk St, San Francisco, 94115	415-921-7805
Bayview Senior Connections	1753 Carroll Ave, San Francisco, 94124	415-647-5353

OMI Senior Center	65 Beverly St, San Francisco, 94132	415-334-5558
Richmond Senior Center	6221 Geary Blvd, San Francisco, 94121	415.404.2938
Mission Neighborhood Centers	362 Capp St, San Francisco, 94110	415-653-5750
30th Street Senior Center	225 30th St, San Francisco, 94131	415-550-2225
Openhouse Bob Ross LGBT Senior Center	65 Laguna St, San Francisco, 94102	415-347-8509
Downtown SF Senior Center	481 O’Farrell St, San Francisco, 94102	415-202-2982
Aquatic Park Senior Center	890 Beach St, San Francisco, 94109	415-202-2982
Self-Help for the Elderly	601 Jackson St, San Francisco, 94133	415-677-7585
Geen Mun Activity Center	777 Stockton St, San Francisco, 94108	415-438-9804
South Sunset Activity Center	2601 40th Ave, San Francisco, 94116	415-566-2845
West Portal Clubhouse	131 Lenox Way, San Francisco, 94127	628-502-0828
Toolworks	25 Kearny St, San Francisco, 94108	415-733-0990
Independent Living Resource Center San Francisco	825 Howard Street, San Francisco, 94103	415 543-6222
DAS Benefits and Resource Hub	2 Gough St, San Francisco, 94103	415-355-6700

14. Through the Older Americans Act Area Plan development process, the City of San Francisco identifies “Focal Points” which are designed to help older adults and adults with disabilities connect to services throughout the City. These Focal Points are:

15. For assistance with reporting and contract requirements, please contact:

Tiffany Dang
 Nutritionist
 DAS OCP
 email: tiffany.dang@sfgov.org

and

Gary Hong
 Contract Manager
 HSA OCM
 email: gary.g.hong@sfgov.org

I. Monitoring Activities

1. Nutrition Program Monitoring: Program monitoring will include review of compliance to specific program standards or requirements; client eligibility and targeted mandates, back up documentation for the units of service and all reporting, and progress of service and outcome objectives; how participant records are collected and maintained; reporting performance including monthly service unit reports on SF DAS GetCare, maintenance of service unit logs; agency and organization standards, which include current organizational chart, evidence of provision of training to staff regarding the Elder Abuse Reporting; evidence of provision of the California Department of Aging (CDA) Security Awareness training to staff; program operation, which includes a review of a written policies and procedures manual of all DAS OCP funded programs, written project income policies if applicable, grievance procedure

posted in the center/office, and also given to the consumers who are homebound, hours of operation are current according to the site chart; a board of directors list and whether services are provided appropriately according to Sections VI and VII, the log of service units which are based on the hours of scheduled activities; sign-in sheets of consumers who participated in each activity; documentation that shows reported units of service are based on scheduled activities at the site, not activities that are always available at the facility such as cards or pool; translation and social services are based on staff hours.

2. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of the Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, MOUs, the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

**HUMAN SERVICES AGENCY BUDGET SUMMARY
BY PROGRAM**

Bayview Hunters Point Multipurpose Senior Service

(Please enter agency name here)

(Check One) New Renewal Modification x

If modification, Effective Date of Mod. 01/01/25 No. of Mod. 3

Program: AWD

Budget Reference Page No.(s)	Revised	Revised	Revised	Current	Modification	Revised	
Program Term	FY 21/22	FY 22/23	FY 23/24	FY24/25	2/01/2025 - 6/30/2025	FY 24/25	Total
Annual # Meals Contracted	22,397	25,372	34,110	25,299	10,000	35,299	117,178
DAS Expenditures							
Salaries & Benefits	\$106,377	\$103,265	\$139,768	\$104,161	\$39,592	\$143,753	\$493,163
Operating Expenses	\$86,327	\$112,617	\$155,000	\$114,463	\$54,460	\$168,923	\$522,867
Subtotal	\$192,704	\$215,882	\$294,768	\$218,624	\$94,052	\$312,676	\$1,016,030
Indirect Percentage (%)	6.00%	6.00%	6.00%	6.00%	6.00%	6.00%	6.00%
Indirect Cost	\$11,563	\$12,953	\$17,687	\$13,119	\$5,642	\$18,761	\$60,964
Capital/Subcontractor Expenditures	\$1,125						\$1,125
NCQA Expenditures							
Total DAS Expenditures	\$205,392	\$228,837	\$312,457	\$231,743	\$99,694	\$331,439	\$1,078,125
Non DAS Expenditures							
Salaries & Benefits	\$11,869	\$6,144	\$6,144	\$6,144		\$6,144	\$30,301
Operating Expenses	\$4,374	\$3,131	\$3,131	\$3,131		\$3,131	\$13,767
Capital/Subcontractor Expenditures							
NCQA Expenditures							
Total Non DAS Expenditures	\$16,243	\$9,275	\$9,275	\$9,275		\$9,275	\$44,068
TOTAL DAS AND NON DAS EXPEDITURES	\$221,635	\$238,112	\$321,732	\$241,018	\$99,694	\$340,714	\$1,122,193
DAS Revenues							
Meals- General Fund	\$205,392	\$228,837	\$312,457	\$231,743	\$99,694	\$331,439	\$1,078,125
Meals- State Fund							
Meals- Federal Fund							
Total DAS Revenue	\$205,392	\$228,837	\$312,457	\$231,743	\$99,694	\$331,439	\$1,078,125
PER MEAL COST, DAS	9.17	\$9.02	\$9.16	\$9.16	\$9.39	\$9.39	\$9
PER MEAL COST (with NCQA), DAS	\$9	\$9	\$9			\$9.39	\$9
Non DAS Revenues							
Project Income	\$2,102	\$1,102	\$1,102	\$1,102		\$1,102	\$5,408
Agency Cash- Fundraising	\$4,093	\$1,971	\$1,971	\$1,971		\$1,971	\$10,006
Agency In-kind Volunteer	\$7,808	\$5,205	\$5,205	\$5,205		\$5,205	\$23,423
Food Bank Donation	\$2,240	\$997	\$997	\$997		\$997	\$5,231
NCQA Revenue							
Total Non DAS Revenue	\$16,243	\$9,275	\$9,275	\$9,275		\$9,275	\$44,068
PER MEAL COST, Non DAS	\$1	\$0	\$0	\$0		\$0	\$2
PER MEAL COST (with NCQA), Non DAS	\$1	\$0	\$0	\$0		\$0	\$2
TOTAL DAS AND NON DAS REVENUE	\$221,635	\$238,112	\$321,732	\$241,018	\$99,694	\$340,714	\$1,122,193
PER MEAL COST, Total	\$10	\$9	\$9			\$10	\$10
PER MEAL COST (with NCQA), Total	\$10	\$9	\$9			\$10	\$10
Full Time Equivalent (FTE)							
Prepared by:							6/17/2024
HSA-CO Review Signature:							
HSA #1							

Program: AWD
(Same as Line 11 on HSA #1)

Appendix B-3, Page 2
Document Date: January 2025

Salaries & Benefits Detail

DAS Salaries & Benefits		FY 21/22	FY 22/23	FY 23/24	FY24/25	FY24/25	FY 24/25	Total
Position Title	Name	Revised	Revised	Revised	Current	Modification 2/01/2025 - 6/30/2025	Revised	Budgeted Salary
Executive Chef	Charles Adams	\$9,920	\$10,439	\$11,844	\$9,920	\$3,297	\$13,217	\$45,420
Food Service Coordinator	Allen Young	\$6,598	\$6,943	\$7,879	\$6,221	\$3,805	\$10,026	\$31,446
Cook	Willina Bennett	\$6,292		\$5,491		\$6,406	\$6,406	\$18,189
Kitchen Assistant/Maintenance	Darinell Collier	\$5,185	\$5,659	\$6,641	\$5,493	\$1,670	\$7,163	\$24,648
WASC Site Manager	David Malone	\$5,185	\$4,615	\$4,742	\$4,331	\$1,767	\$6,098	\$20,640
Cook	Javier Gonzale	\$5,420		\$2,508	\$375	\$5,828	\$6,203	\$14,131
Food Service Assistant	Manuel Castro	\$3,093	\$4,050	\$5,991	\$5,160	\$967	\$6,127	\$19,261
Food Service Assistant	Tiffany King	\$5,136	\$5,180	\$6,235	\$4,881		\$4,881	\$21,432
Rosa Parks Site Manager	Nana Lulio	\$1,856	\$2,079	\$5,054	\$2,822	\$2,696	\$5,518	\$14,507
Dr Davis Site Manager	Shantel Lumsey'	\$4,477	\$4,816	\$5,463	\$4,649	\$1,449	\$6,098	\$20,854
Food Service Assistant	Alvin Mcniel	\$4,948	\$5,557	\$5,735	\$4,882		\$4,882	\$21,122
Driver	Toney Befford	\$4,124	\$2,000	\$5,054	\$1,263		\$1,263	\$12,441
Driver	Antoine Porter	\$5,535	\$5,539	\$6,285	\$5,347	\$1,664	\$7,011	\$24,370
Kitchen Assistant/ Maintenance	Iakopo Manu	\$2,002	\$3,831	\$5,991	\$5,221	\$906	\$6,127	\$17,951
Cook			\$6,186	\$10,985	\$8,691		\$8,691	\$25,862
Kitchen Assistant/Maintenance		\$6,051	\$8,424	\$6,562	\$6,567		\$6,567	\$27,604
Food Service Assistants		\$6,006	\$4,117	\$5,054	\$4,301		\$4,301	\$19,478
Totals		\$81,828	\$79,435	\$107,514	\$80,124	\$30,455	\$110,579	\$379,356
Fringe Benefits Rate								
Employee Fringe Benefits		\$24,549	\$23,830	\$32,254	\$24,037	\$9,137	\$33,174	\$113,807
Total DAS Salaries and Benefits		\$106,377	\$103,265	\$139,768	\$104,161	\$39,592	\$143,753	\$493,163
Non DAS Salaries & Benefits								
								Total
Position Title	Name	Budgeted Salary	Budgeted Salary	Budgeted Salary	Current	Modification 2/01/2025 - 6/30/2025	Budgeted Salary	Budgeted Salary
driver	Toney	\$2,402						\$2,402
Date entry	Kenya	\$722	\$722	\$722	\$722		\$722	\$2,888
Volunteers		\$6,006	\$4,004	\$4,004	\$4,004		\$4,004	\$18,018
Totals		\$9,130	\$4,726	\$4,726	\$4,726		\$4,726	\$23,308
Fringe Benefits Rate								
Employee Fringe Benefits		\$2,739	\$1,418	\$1,418	\$1,418		\$1,418	\$6,993
Total Non DAS Salaries and Benefits		\$11,869	\$6,144	\$6,144	\$6,144		\$6,144	\$30,301
Total DAS and Non DAS Salaries and Benefits		\$118,246	\$109,409	\$145,912	\$110,305	\$39,592	\$149,897	\$523,464

HSA #2

Rental of Equipment							
Food Cost							
Raw Food <i>per meal \$0.10</i>	\$2,240	\$997	\$997	\$997		\$997	5,231
Cong Food Svc Supplies <i>per meal</i>							
Catered Meals <i>per meal</i>							
Consultant							
Consultant A				\$ -	\$ -		
Other				\$ -	\$ -		
Small Equipment and supplies	\$528	\$528	\$528	\$528		\$528	2,112
Car Repair	\$396	\$396	\$396	\$396		\$396	1,584
Total Non DAS Operating Expenses	\$4,374	\$3,131	\$3,131	\$3,131		\$3,131	13,767
Total DAS and Non DAS Operating Expenses		\$40,767	\$40,767	\$40,767		\$40,767	122,301
HSA #3							

Program: AWD
 (Same as Line 11 on HSA #1)

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 Document Date: January 2025

Capital & Subcontractor Expenditure Detail

DAS Capital Expenditure	CODB 1		Revised		FY 22/23	FY 23/24	FY 24/25	Total
	FY 21/22							
Equipment (Qty)		\$1,125	\$1,125					
Total Equipment Cost								
Remodeling	FY 21/22			FY 22/23	FY 23/24	FY 24/25	Total	
Total Remodeling Cost								
Subcontractor	FY 21/22			FY 22/23	FY 23/24	FY 24/25	Total	
Total Subcontractor Cost								
Total DAS Capital & Subcontractor Expenditure		\$1,125	\$1,125					
Non DAS Capital Expenditure								
Equipment (Qty)	FY 21/22			FY 22/23	FY 23/24	FY 24/25	Total	
Total Equipment Cost								
Remodeling	FY 21/22			FY 22/23	FY 23/24	FY 24/25	Total	
Total Remodeling Cost								
Subcontractor	FY 21/22			FY 22/23	FY 23/24	FY 24/25	Total	
Total Subcontractor Cost								
Total Non DAS Capital & Subcontractor Expenditure								
Total DAS and Non DAS Capital & Subcontractor Expenditure								
HSA #4								

Program: AWD
 (Same as Line 11 on HSA #1)

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 Document Date: January 2025

NCQA Expenditure Detail

DAS NCQA Expenditure	Unit price	Unit	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
Menu planning and nutrition analysis	\$739.00 /set	0.24	\$179	\$179	\$179	\$179	\$716
Kitchen and food service monitoring	\$688.00	0.97	\$665	\$665	\$665	\$665	\$2,660
Congregate site monitoring	\$264.00	3.87	\$1,021	\$1,021	\$1,021	\$1,021	\$4,084
Nutrition education	\$112.00	4.84	\$542	\$542	\$542	\$542	\$2,168
Nutrition counseling (optional)	/hour						
In-service training	\$112.00 /training	1.45	\$162	\$162	\$162	\$162	\$648
Total DAS NCQA Expenditure			\$2,569	\$2,569	\$2,569	\$2,569	\$10,276
Non DAS NCQA Expenditure	Unit price	Unit	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
Menu planning and nutrition analysis	/set	0.24					
Kitchen and food service monitoring		0.97					
Congregate site monitoring		3.87					
Nutrition education		4.84					
Nutrition counseling (optional)	/hour						
In-service training	/training	1.45					
Total Non DAS NCQA Expenditure							
Total DAS and Non DAS NCQA Expenditure			\$2,569	\$2,569	\$2,569	\$2,569	\$10,276
HSA #4							

Department of Disability and Aging Services (DAS) Description for Nutrition Compliance-Quality Assurance (NCCA) Units of Service		
NCCA Service Unit	Frequency Guideline	Description
Menu Planning & Nutrient Analysis	2 x per year or as otherwise approved by DAS	<p>Menu planning is the development of a menu cycle that adheres to the nutrition requirements of meals as well as DAS OCP and CDA menu standards as amended. A RD conducts the nutrient analysis and the analysis will demonstrate adherence to the menu standards and nutrition requirements of meals.</p> <p>Menu planning should be culturally responsive and in accordance with the most current DAS OCP and CDA menu guidelines. The menu cycle will be a minimum of five weeks unless otherwise approved by DAS OCP. The menu cycle and nutrient analysis must be submitted to OCP for approval at least one month prior to use. The purpose of the nutrient analysis is to determine if daily meals and weekly menus comply with the nutrition requirements. Each meal provided through congregate and home-delivered meal programs shall adhere to the current Dietary Guidelines for Americans (DGA) and provide a minimum of one-third of the Dietary Reference Intakes (DRI). (22 CCR Section 7638.5) The nutrient analysis will evaluate at least two weeks in a menu cycle and include, at minimum, the target nutrients outlined in the most current DAS OCP policy memorandum for nutrition program standards. (OCP PM 42) The target nutrients include calories, protein, fat, saturated fat, trans fat, sodium, fiber, vitamin A, vitamin C, vitamin B12, calcium, magnesium, potassium, vitamin D.</p> <p>1 unit = a menu cycle with a nutrient analysis</p>
HACCP Kitchen & Food Service Monitoring for Congregate Meal Programs	4 x per year, quarterly	<p>A registered dietitian (RD) conducts and documents an on-site HACCP safety and sanitation monitoring of the production/central kitchen, ensures that the kitchen has a current health inspection from the Environmental Health Division of the San Francisco Department of Public Health, and is in compliance with the most recent CRFC. The HACCP safety and sanitation monitoring will address food safety throughout the food service process from procurement, preparation, transporting and serving of meals. The RD also reviews food service documentation including, but not limited to, the quarterly congregate site monitoring reports, quarterly nutrition education documentation, monthly menus, substitutions logs, and in-service training for nutrition staff (paid or volunteer). The RD will document and submit a report to the agency and OCP within two weeks of the monitoring visit. Meal programs with more than one production kitchen will have additional monitoring units as approved by DAS. The RD will also provide technical assistance and in-service training as needed to ensure ongoing compliance and as corrective action to findings.</p> <p>1 unit = 1 monitoring session completed</p>
HACCP Kitchen & Food Service Monitoring for HDM Programs	4 x per year, quarterly	<p>A registered dietitian (RD) conducts and documents an on-site HACCP safety and sanitation monitoring of the production/central kitchen, ensures that the kitchen has a current health inspection from the Environmental Health Division of the San Francisco Department of Public Health, and is in compliance with the most recent CRFC. The HACCP safety and sanitation monitoring will address food safety throughout the food service process from procurement, preparation, transporting and delivery of meals. The RD also reviews food service documentation including, but not limited to, HDM route monitoring reports, HDM temperature checks, quarterly nutrition education documentation, monthly menus, substitutions logs, and in-service training for nutrition staff (paid or volunteer). The RD will document and submit a report to the agency and OCP within two weeks of the monitoring visit. Meal programs with more than one production kitchen will have additional monitoring units as approved by DAS. The RD will also provide technical assistance and in-service training as needed to ensure ongoing compliance and as corrective action to findings.</p> <p>1 unit = 1 monitoring session completed</p>
Congregate Site Monitoring	4 x per year per site, quarterly	<p>Observation of meal service at a congregate meal site and review of onsite meal and food service records in accordance with OCP policy memoranda. Staff will document the results of the monitoring and submit a report to the agency and OCP within two weeks of the monitoring visit. Site monitoring will be conducted by a qualified staff member, who at minimum is trained by either a food safety manager or RD.</p> <p>Site monitoring also includes the provision of technical assistance and in-service training as needed to ensure ongoing compliance and as corrective action to findings.</p> <p>1 unit = 1 monitoring session completed</p>
HDM Route Monitoring	2x per year per route	<p>Review HDM system including but not limited to the packing, transporting, and delivery of meals. Staff will document the results of the monitoring and submit report to the agency within two weeks of the monitoring. HDM route monitorings will be conducted by a qualified staff member, who at minimum is trained by either a food safety manager or RD.</p> <p>Route monitoring also includes the provision of technical assistance and in-service training as needed to ensure ongoing compliance and as corrective action to findings.</p> <p>1 unit = 1 HDM route monitoring session completed</p>
Nutrition Education for Congregate Meal Programs	4 x per year, quarterly	<p>Informing recipients of congregate meals about current nutrition facts and information, which will promote improved food selection, eating habits, nutrition, health promotion, and disease prevention practices. A yearly written nutrition education plan developed by an RD shall be implemented, monitored, and kept on file by the grantee and submitted to DAS for review. (22 CCR Sec. 7630 & 7638.11)</p> <p>Prepare a minimum of four nutrition education lesson plans and implement at each congregate meal site on a quarterly basis. Nutrition education may include, but is not limited to, informing consumers about current facts and information which will promote improved food selection, eating habits, nutrition, health promotion, and disease prevention practices. Nutrition education for congregate sites is defined as demonstrations, audiovisual presentations, lectures, or small group discussions. Dietetic students, interns, or technicians may provide nutrition education when an RD has provided input, reviewed, and approved the content of nutrition education prior to the presentation. A nutrition presentation will be at minimum 30 minutes per session.</p> <p>1 unit = 1 session</p>
Nutrition Education for Home Delivered Meal Programs	4 x per year, quarterly	<p>Informing recipients of home-delivered meals about current nutrition facts and information, which will promote improved food selection, eating habits, nutrition, health promotion, and disease prevention practices. A yearly written nutrition education plan developed by an RD shall be implemented, monitored, and kept on file by the grantee and submitted to DAS for review. (22 CCR Sec. 7630 & 7638.11)</p> <p>Develop and distribute nutrition education materials for HDM clients on a quarterly basis. Nutrition education may include, but is not limited to, informing consumers about current facts and information which will promote improved food selection, eating habits, nutrition, health promotion, and disease prevention practices. For HDM meal providers who also have a congregate meal program, materials provided to congregate meal clients may also be distributed to HDM clients to meet the requirement.</p> <p>1 unit = 1 set material per distribution</p>
Nutrition Counseling (optional)	Variable/as needed	<p>Provision of individualized advice and guidance to individuals who are at nutritional risk because of their health or nutritional history, dietary intake, medications use, or chronic illnesses about options and methods for improving their nutritional status, performed by a registered dietitian in accordance with Sections 2585 and 2586, Business and Professions Code. (22 CCR Sec. 7630)</p> <p>1 unit = 1 hour</p>
In-service Training for Nutrition Program Staff, including Food Service and Delivery Workers	4 x per year, quarterly	<p>A yearly written in-service training plan for nutrition program staff and volunteers shall be developed, implemented, monitored, and kept on file by the grantee and submitted to DAS for review. The RD shall review and approve the yearly plan and the nutrition in-service training content prior to the presentation. A minimum of four (4) hours of training shall be provided annually by the grantee for both congregate and home-delivered meal programs.</p> <p>1 unit = 1 hour in-service training provided</p>
HDM Assessment for ENPIC2 Nutrition Program (Initial and Annual)	Within 2-weeks of consumer receiving a meal and annually thereafter	<p>An assessment conducted by a qualified staff member within two weeks of receiving a meal and annually thereafter that documents the need for service and the type of meal appropriate for the participant in their living environment. The assessment covers physiological, socioeconomic, and psychological factors including acute or chronic disease, syndromes or conditions, family/support system and functional ability including activities of daily living (ADL) and instrumental activities of daily living (IADL) which contribute to an individual's need for meals and other related services. (22 CCR Sec. 7638.3)</p> <p>1 unit = 1 HDM assessment</p>
Annual Assessment for HDM Program for Adults with Disabilities (optional*)	Annually	<p>An assessment conducted annually by a qualified staff member that documents the need for service and the type of meal appropriate for the participant in their living environment. The assessment covers physiological, socioeconomic, and psychological factors including acute or chronic disease, syndromes or conditions, family/support system and functional ability including activities of daily living (ADL) and instrumental activities of daily living (IADL) which contribute to an individual's need for meals and other related services.</p> <p>1 unit = 1 annual assessment</p>

*A nutrition provider may opt out of conducting annual assessments for consumers participating in their HDM program for adults with disabilities. In this case, DAS will assign the NCCA annual assessment service for all of the consumers participating in the agency's HDM program for adults with disabilities to another organization.

Appendix F-1 ANNUAL SITE CHART - CONGREGATE MEALS

AGENCY: Bayview Hunters Point Multipurpose Senior Services
 MAILING ADDRESS: 1753 Carroll, San Francisco, CA 94124
 DIRECTOR: Cathy Davis EMAIL: cathy.davis@bhpmss.org
 PROGRAM MANAGER: Charles Adams EMAIL: charles.adams@bhpmss.org

Congregate Program Type (ENP or Adults with Disabilities program)	AWD	AWD	AWD	AWD	AWD	AWD	AWD	Total ALL Sites
Name of Site	Dr George W Davis Senior Ctr	Samoan Comm. Dev Ctr.	Western Addition Senior Ctr.	Rosa Parks Senior Center	Armstrong Senior Housing	Marcus Garvey	Mission Bay South Block 9	
Address and Zip	1753 Carroll San Francisco, 94124	2055 Sunnydale San Francisco, 94134	1390 1/2 Turk San Francisco, CA 94115	1111 Buchanan San Francisco, CA 94	5600 Third Street San Francisco, CA 94124	1680 Eddy San Francisco CA 94115	410 China Basin San Francisco CA 94158	
Phone Number	415-822-1444	415-841-1086	415-921-7805	415-292-3474				
Alternate Phone Number	415-826-4774							
Skye Davis	Bayview	Sunnydale	Western Addition.	Western Addition	Bayview	Western Addition	Mission Bay	
Supervisory District No.	10	10	5	5	10	5	6	
Bus Line #	T-Third	8 and 9	22/ 31	22/ 31				
Site Manager/Coordinator	Shantel Lumsey	Chardain Suesue	Robin Bill	Skye Davis	Chrystal Pantalion	Domesha Landers	Ty Racklin	
Site Hours Open	9-4 M-F, 10-3 Sa	11-1:00	9-4 M-F, 10-3 Sa/Sun	9 to 4	12:-1:00	12 - 1:00	12 - 1:00	
Additional Programming Offered at the Site	senior center activites, food bank, ADRC, case mgt, svcs	senior center activites, food distribution	senior center activites, food distrib, ADRC, case mgt, svcs	senior center activites, food distrib, case mgt, svcs	senior housing	family housing	family housing	
Hours of Scheduled Programming (for OCP-funded programs)	9 to 5	9 to 3	9 to 4	9 to 4	11:30 to 1:00	11:30-1:00	11:30-1:00	
Days Open for Meal Service	<input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tues <input checked="" type="checkbox"/> Wed <input checked="" type="checkbox"/> Thurs <input checked="" type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun	<input type="checkbox"/> Mon <input checked="" type="checkbox"/> Tues <input checked="" type="checkbox"/> Wed <input checked="" type="checkbox"/> Thurs <input checked="" type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun	<input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tues <input checked="" type="checkbox"/> Wed <input checked="" type="checkbox"/> Thurs <input checked="" type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun	<input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tues <input checked="" type="checkbox"/> Wed <input checked="" type="checkbox"/> Thurs <input checked="" type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun	<input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tues <input checked="" type="checkbox"/> Wed <input checked="" type="checkbox"/> Thurs <input checked="" type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun	<input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tues <input checked="" type="checkbox"/> Wed <input checked="" type="checkbox"/> Thurs <input checked="" type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun	<input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tues <input checked="" type="checkbox"/> Wed <input checked="" type="checkbox"/> Thurs <input checked="" type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun	
Hours of Meal Service	12:00 to 1:30	12:00 to 1:00	12:00 - 1:30	12:00 - 1:00	12:00 - 1:00	12:00 - 1:00	12:00 - 1:00	
Type of Meal (hot, cold)	hot	hot	hot	hot	hot	hot	hot	
To-Go Meals	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Vegetarian meal option available	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Cuisine Type (American, American-Latinx, Chinese, Japanese, Kosher, Russian, etc.)	American Southern	Samoan	American Southern	American Southern	American Southern	American Southern	American Southern	
# Unduplicated Consumers	155	5	38	15	4	2	31	250
Number of Meals	22,699	1,000	2,500	728	208	104	8,060	35,299
# Service Days	286	208	296	250	250	250	250	2,040
Average # meals per day	79	5	8	3	1	0	32	129
Days Closed (list holidays closed)	Jan1,MLK, Pres. Memorial, July 4, Labor. Tx2, Xmas, Nyr	Jan1,MLK, Pres. Memorial, July 4, Labor. Tx2, Xmas, Nyr	Fifth Saturday of the Month	Jan1,MLK, Pres. Memorial, July 4, Labor. Tx2, Xmas, Nyr	Jan1,MLK, Pres. Memorial, July 4, Labor. Tx2, Xmas, Nyr	Jan1,MLK, Pres. Memorial, July 4, Labor. Tx2, Xmas, Nyr	Jan1,MLK, Pres. Memorial, July 4, Labor. Tx2, Xmas, Nyr	
ADA Accessible	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Site Status Note: (start date for a new site , closure date, or temp closure, etc.)								

Appendix A-4 - Services to be Provided
Centro Latino de San Francisco
 Congregate Nutrition Services for Adults with Disabilities

July 1, 2021 – June 30, 2025
 Modification: February 5, 2025

I. Purpose

The purpose of this grant is to provide congregate nutrition services for adults with disabilities living in the City and County of San Francisco. Congregate nutrition services include the provision of nutritious meals, nutrition education, and nutrition risk screening. Congregate nutrition services support individuals to live independently in their own homes and communities, help ensure health and well-being through improved nutrition, and reduced isolation, and serve as an access point for other home and community-based services.

II. Definitions

Grantee	Centro Latino de San Francisco
Adult with a Disability	A person 18-59 years of age living with a disability.
At Risk of Institutionalization	To be considered at risk of institutionalization, a person must have, at a minimum, one of the following: 1) functional impairment in a minimum of two Activities of Daily Living (ADL): eating, dressing, transfer, bathing, toileting, and grooming; or 2) a medical condition to the extent requiring the level of care that would be provided in a nursing facility; or 3) be unable to manage his/her own affairs due to emotional and/or cognitive impairment, evidenced by functional impairment in a minimum of three Instrumental Activities of Daily Living (IADLs): preparing meals, managing money, shopping for groceries or personal items, performing housework, using a telephone.
CARBON	Contracts Administration, Reporting, and Billing On-line System.
CCR-Title 22	California Code of Regulations, Title 22, Social Security, Division 1.8. California Department of Aging
CDA	California Department of Aging.
City	City and County of San Francisco, a municipal corporation.

Communities of Color	An inclusive term and unifying term for persons who do not identify as White, who have been historically and systemically disadvantaged by institutionalized and interpersonal racism.
Congregate Nutrition Services	The procurement, preparation, transporting and serving of meals that meet nutrition requirements to eligible consumers in a group setting. Congregate nutrition services also include nutrition education, health promotion, and nutrition risk screening
CRFC	California Retail Food Code, which is a uniform statewide health and sanitation standard for food facilities. (Sec. 113700 et seq., California Health and Safety Code)
DAS	Department of Disability and Aging Services.
DETERMINE Your Nutritional Health Checklist / DETERMINE Checklist	A screening tool published by the Nutrition Screening Initiative used to identify individuals at nutritional risk. All grantees must use the DETERMINE Checklist to evaluate the nutrition risk status of congregate and home-delivered meal nutrition services participants. http://www.dhs.gov.vi/home/documents/DetermineNutritionChecklist.pdf
DGA/Dietary Guidelines for Americans	Evidence-based food and beverage recommendations for Americans ages two (2) and older that aim to promote health, prevent chronic disease, and help people reach and maintain a healthy weight. Published jointly every 5 years by the U.S. Department of Health and Human Services (HHS) and the U.S. Department of Agriculture (USDA).
DRI/ Dietary Reference Intakes	Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations.
Disability	Mental, cognitive and/or physical impairments, including hearing and visual impairments, that result in substantial functional limitations in one (1) or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, and self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment. (CCR Title 22 Sec. 7630)

HACCP	Hazard Analysis of Critical Control Point. A systematic approach to the identification, evaluation, and control of food safety hazards. (CCR Title 22 Sec. 7630)
LGBTQ+	An acronym/term used to refer to persons who self-identify as non -heterosexual and/or whose gender identity does not correspond to their birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.
Limited English-Speaking Proficiency	Any person who does not speak English well or is otherwise unable to communicate effectively in English because English is not the person’s primary language.
Low-Income	Having income at or below 100% of the federal poverty line as defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services. Eligibility for enrollment and/or participation is not means tested. Consumers self-report income status.
Menu Planning and Analysis	The development of a menu cycle that adheres to DAS OCP and CDA menu standards and the nutrition requirements of meals. A Registered Dietitian conducts the menu analysis, and the analysis will demonstrate adherence to the menu standards and nutrition requirements of the meals. (CDA Program Memo 12-17 as amended)
NCQA	Nutrition Compliance and Quality Assurance are components of congregate and home-delivered nutrition services that are programmatically required and include, but are not limited to, actions that ensure food safety, certify menu compliance, provide nutrition education, confirm consumer eligibility, and assess consumers’ physiological, socioeconomic, and psychological well-being as well as need for nutrition and other supportive services. NCQA also includes nutrition counseling performed by a registered dietitian, when feasible and appropriate.
Nutrition Counseling	Provision of individualized advice and guidance to individuals who are at nutritional risk because of their health or nutritional history, dietary intake, medications use, or chronic illnesses about options and methods for improving their nutritional status, performed by a registered dietitian in accordance with Sections 2585 and 2586, Business and Professions Code. (CCR Title 22 Sec. 7630)

<p>Nutrition Education Session</p>	<p>An intervention targeting participants and caregivers that uses information dissemination, instruction, or training with the intent to support food, nutrition, and physical activity choices and behaviors (related to nutritional status) in order to maintain or improve health and address nutrition-related conditions. Content is consistent with the DGA; accurate, culturally sensitive, regionally appropriate, and considers personal preferences; and overseen by a registered dietitian. (CDA Program Memo 21-23)</p>
<p>Nutrition Requirements of Meals</p>	<p>Each meal provided through congregate and home-delivered nutrition services shall adhere to the current Dietary Guidelines for Americans (DGA) and provide a minimum of one-third of the Dietary Reference Intakes (DRI). (CCR Title 22 Sec. 7638.5)</p>
<p>Nutrition Screening</p>	<p>Completion of a nutrition screening checklist by eligible individuals to determine if they are at nutrition risk. A nutrition screening checklist is a federal public information collection requirement in the National Aging Program Information System (NAPIS), found in the Federal Register, Volume 59, No. 188, September 29, 1994. (CCR Title 22 Sec. 7630)</p>
<p>Nutrition Services</p>	<p>The procurement, preparation, transport, and service of meals, nutrition education, nutrition screening, and nutrition counseling, to eligible individuals at congregate sites or in their homes. (CCR Title 22 Sec. 7630)</p>
<p>OCP</p>	<p>Office of Community Partnerships.</p>
<p>OCM</p>	<p>Office of Contract Management, San Francisco Human Services Agency.</p>
<p>Registered Dietitian (RD)/ Registered Dietitian Nutritionist (RDN)</p>	<p>Registered Dietitian or Registered Dietitian Nutritionist: An individual who shall be both: 1) Qualified as specified in Sections 2585 and 2586, Business and Professions Code, and 2) Registered by the Commission on Dietetic Registration.</p>
<p>SF DAS GetCare</p>	<p>A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service units, run reports, etc.</p>
<p>SF-HSA</p>	<p>Human Services Agency of the City and County of San Francisco.</p>

Socially Isolated	Having few social relationships and few people to interact with regularly.
SOGI	Sexual Orientation and Gender Identity; <i>Ordinance No. 159-16</i> amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve (<i>Chapter 104, Sections 104.1 through 104.9</i>).
To-Go Meal	A meal provided by the congregate nutrition service grantee that is picked up or delivered and consumed off-site by an eligible consumer.
Unduplicated Consumer (UDC)	An individual who participates in congregate nutrition services and their participation is reflected in SF DAS GetCare by the grantee.

III. Target Populations

This program is designed to serve all ethnicities and populations, with focused expertise to promote unique cultural needs which have been identified as demonstrating the greatest economic and social need:

- Persons with low income
- Persons who are socially isolated
- Persons with limited English- speaking proficiency
- Persons from communities of color
- Persons who identify as LGBTQ+
- Persons at risk of institutionalization

IV. Eligibility for Services

1. A person who is an adult with a disability.
2. A spouse or domestic partner accompanying an eligible adult with a disability at the meal program regardless of age. A spouse or domestic partner is as defined by law and/or as in chapter 12B of the San Francisco Administrative Code.

V. Location and Time of Services

The grantee will provide congregate nutrition services in the City and County of San Francisco. The grantee, with approval from DAS OCP, will determine the location(s) and time(s) for the provision of congregate nutrition services.

VI. Description of Services and Program Requirements

1. Grantee will develop and maintain nutrition policies and procedures that meet the nutrition and food service standards set forth by California Retail Food Code (CRFC), CCR Title 22, CDA, and DAS OCP.
2. Grantee will provide congregate nutrition services for adults with disabilities. The provision of services will include the following:
 - a. Enrollment of consumers in the program and the provision of congregate meals to those consumers as indicated in Table A below and in the various neighborhoods and/or districts as indicated in the DAS OCP approved site chart.
 - b. Provision of congregate meals that meet nutritional standards by adhering to the current DGA and offering a minimum of one-third of the DRIs if the grantee provides one meal per day. If the grantee provides two meals per day, the meals must contain at least two-thirds of the DRIs. If the grantee provides three meals per day, the meals must contain 100% of the DRIs. The grantee may not count fractions of meals or snacks cumulatively. Each meal must individually meet one-third of the DRIs.
 - c. Annual nutrition screenings for each consumer and documentation of individual responses in SF DAS GetCare within one month of obtaining them. Required screenings include a nutritional risk screening using the DETERMINE Checklist and a food security screening. The grantee will refer clients screened at high nutritional risk to the DAS funded citywide nutrition counseling and education program.
3. Grantee may provide to-go meals for adults with disabilities through their congregate nutrition service program. To-go meals may only be provided as an additional service option for consumers. The grantee may not replace the conventional style of congregate nutrition services (i.e., meals consumed on site and in a group setting) with a to-go meal service model exclusively.
4. Grantee may offer planned person-to-person interactions for consumers receiving to-go meals however, these interactions are not required to provide to-go meals. The availability of person-to-person interactions and a consumer's decision to participate will determine how the grantee reports the meal to DAS and in SF DAS GetCare. The grantee may provide to-go meals using one of the following models of service:
 - a. The to-go meal is picked up by a consumer, designated proxy, or the grantee delivers it to the consumer. The meal is consumed off-site, and the grantee organizes in-person or virtual interaction for the consumer receiving the to-go meal on the day the meal is intended for consumption. The grantee must document and track the consumer's intent to participate in the organized activity. The grantee is not responsible for ensuring that the consumer attends the organized activity. If a consumer declines participation in the grantee's organized activity all the time or most of the time (e.g., three out of five days or four out of seven days), additional documentation is required and described in number five (5) below.

- b. The to-go meal is picked up by a consumer, designated proxy, or the grantee delivers it to the consumer. The meal is consumed off-site, and the grantee does not organize in-person or virtual interaction for the consumer receiving the to-go meal on the day the meal is intended for consumption. This service model also requires the additional documentation described in number five (5) below.
 - c. The grantee's provision of to-go meals uses service model 4a. and 4b.
- 5. The additional documentation required if the grantee provides to-go meals without offering person to person interactions or if the consumer declines participation in the grantee's organized activity all the time or most of the time is the following:
 - a. The grantee will conduct an initial assessment that confirms a consumer's need for to-go meals without organized in-person or virtual interaction by reason of illness or disability, or otherwise isolated. The term "otherwise isolated" may be interpreted as isolation related to not being comfortable with dining in a group setting. The initial assessment must be completed within two (2) weeks from the start of service. The initial assessment may be completed in-person at the time of pick up or via telephone when a consumer or consumer proxy picks up the meal from the congregate meal site. If the grantee delivers the meal(s) to a consumer, the initial assessment must be completed in the consumer's home by the grantee.
 - b. The grantee will conduct quarterly reassessments that confirm a consumer's continued need for to-go meals without organized in-person or virtual interaction. The quarterly reassessment may be completed in-person at the time of pick up or via telephone when a consumer or consumer proxy picks up the meal from the congregate meal site. If the grantee delivers the meal(s) to a consumer, the grantee must complete quarterly reassessments in the consumer's home every other quarter. (i.e., initial assessment conducted in the home; quarter 2 reassessment over the phone; quarter 3 reassessment conducted in the home; quarter 4 reassessment over the phone; quarter 5 reassessment in the home, quarter 6 reassessment over the phone, etc.).
- 6. Grantee will provide consumers who receive to-go meals the following information, at minimum: safe food handling instructions for the meal, reheating instructions if applicable, voluntary contribution policy and collection procedures, grievance policy, and information on how to request assistance, if needed. If the meals are delivered, the grantee will provide a meal delivery schedule and a copy of the approved cycle menu.
- 7. Grantee will post at each meal site a notice that informs consumers about the suggested voluntary contribution for a meal and a guest fee for individuals who are not eligible to enroll as a consumer in congregate nutrition services. The grantee's board of directors must approve the suggested contribution and guest fee per meal. The grantee will ensure its policy and procedures for the suggested meal contribution and guest fee comply with DAS OCP policy memoranda.
- 8. Grantee shall serve and package meals in compliance with the City's Food Service Waste Reduction Ordinance (2007) and Single-Use Foodware Plastics Toxics and Litter Reduction Ordinance (2019).

9. Grantee will conduct Nutrition Compliance-Quality Assurance (NCQA) as follows:
 - a. Submit for review and approval by DAS OCP, at least one month in advance of use, a minimum of a five-week cycle menu with the required corresponding menu analysis. The registered dietitian (RD) on staff or consultant RD must participate in menu planning and complete the corresponding nutrient analysis. The grantee may seek approval to submit a cycle menu with fewer weeks. DAS OCP will review requests for exceptions and approve if appropriate.
 - b. Document menu substitutions. The RD on staff or consultant RD must review and approve menu substitutions in advance of their use.
 - c. Provide a nutrition education session at least once per quarter and a minimum of four (4) times during the fiscal year to consumers participating in services. The grantee may deliver a session in person or via video, audio, online, or the distribution of hardcopy materials. The grantee must report nutrition education sessions in SF DAS GetCare and include the estimated number of participants.
 - d. Conduct and document an on-site HACCP safety and sanitation monitoring of the production kitchen at least once per quarter and a minimum of four (4) times during the fiscal year. The RD on staff or consultant RD must conduct and document the results of the HACCP safety and sanitation monitoring. HACCP monitoring must also include, but is not limited to the review of quarterly congregate site monitoring reports.
 - e. Conduct and document an on-site HACCP safety and sanitation monitoring of each congregate meal site at least once per quarter and a minimum of four (4) times during the fiscal year. The RD on staff, consultant RD, or a qualified staff member must conduct and document the results of the HACCP safety and sanitation monitoring for each site.
 - f. Provide orientation and training to all new staff, paid and volunteers, to perform their assigned responsibilities and tasks as described in the CCR Title 22 Regulations Sec. 7636.5. Training, at a minimum, shall include:
 - (1) Food safety, prevention of foodborne illness, and HACCP principles.
 - (2) Accident prevention, instruction on fire safety, first aid, choking, earthquake preparedness, and other emergency procedures.
 - g. Provide in-service training for nutrition program staff (e.g. food service and delivery workers) at least once per quarter and a minimum four (4) times during the fiscal year as described in the CCR-Title 22 Regulations Sec. 7636.5 and DAS OCP policy memoranda. The grantee will also document, schedule, and conduct in-service trainings in a timely manner when there are monitoring findings. A registered dietitian (RD) must review and approve an annual in-service training plan and the training curriculum for nutrition program staff.
 - h. If to-go meals are delivered by the grantee the following additional NCQA activities are required:
 - i. Conduct end-of-route home-delivered meal temperature checks every other week per route to ensure the meals maintain temperatures that

meet food safety standards during the timeframe of the route. The grantee will document and keep on file the temperatures for quarterly review by a registered dietitian (RD).

- ii. Monitor the food safety and sanitation of the home-delivered meal routes including but not limited to the packing, transporting, and delivery of meals. A qualified staff member, trained by a food safety manager or RD, may monitor routes, and document and submit the results to the agency within two weeks of the monitoring. The grantee will monitor each home-delivered meal route, at minimum, two (2) times per year.
10. Grantee will administer an annual consumer satisfaction survey using a survey tool approved by DAS OCP. The grantee will share the survey results with DAS OCP by March 15 each grant year or on a mutually agreed upon date between DAS OCP and the grantee. At minimum, the completed number of surveys per meal site shall be a sample size of the average number of meals served daily.
 11. Grantee will have a qualified manager on staff who conducts the day-to-day management and administrative functions of the nutrition program. The grantee will ensure the manager on staff possess a food safety manager certification and has the required qualifications as described in the CCR Title 22 Regulations Sec. 7636.3 and DAS OCP policy memoranda.
 12. Grantee will ensure there is enough qualified staff, paid and volunteer, with the appropriate education, experience, and cultural competency to carry out the requirements of the program and deliver quality services to meet the needs of the consumers.
 13. Grantee will attend in-service trainings and nutrition meetings coordinated and provided by DAS OCP and share the information with their staff and volunteers as needed.
 14. Grantee shall follow guidance or instructions from the Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH), and local health departments related to the provision of services in the community. If there are contradictory requirements between the most current CDC, CDPH, and local health department guidance or health orders, providers should follow the strictest requirements. The grantee shall follow the requirements with the intent to maximize the health and safety of their staff and clients receiving services
 15. Grantee will have knowledge of the DAS Benefits and Resource Hub services and will make referrals based on clients' needs.

VII. Service Objectives

1. Grantee will enroll at minimum the number of unduplicated consumers and provide the units of service detailed in Table A below:

Table A	FY 21/22	FY 22/23	FY 23/24	FY 24/25
Number of Unduplicated Consumers (UDC)	271	170	170	170
Modification 1	0	0	0	0
Modification 2	0	20	20	20
Modification 3	0	42	0	0
Modification 4	0	0	+ 25	25
Modification 5				+115
Revised UDC	271	232	215	330
Number of Lunch/Dinner Meals	21,239	13,359	13,359	13,359
Modification 1	0	0	0	0
Modification 2	0	9,203	9,203	9,203
Modification 3	0	1,987	0	0
Modification 4	0	0	3,035	3,035
Modification 5				+14,865
Revised Number of Lunch/Dinner Meals	21,239	24,549	25,597	40,462
Number of Breakfast Meals	0	0	0	0
Modification 1	3,182	3,182	3,182	3,182
Modification 2, 3, 4 & 5	0	0	0	0
Revised Number of Breakfast Meals	3,182	3,182	3,182	3,182
Number of Supplemental Bags of Groceries	0	0	0	0
Modification 1	1,170	1,170	1,170	1,170
Modification 2, 3, 4 & 5	0	0	0	0
Revised Number of Supplemental Bags of Groceries	1,170	1,170	1,170	1,170

VIII. Outcome Objectives

1. Consumers report increased consumption of fruits, vegetables, and/or whole grains. Target: 75%.
2. Consumers feel less worried about getting enough food to meet their needs. Target: 85%.
3. Consumers rate the quality of meals they received as excellent or good. Target: 85%.
4. Consumers feel a greater sense of connection to their community. Target: 85%.
5. Consumers feel safe and welcomed by program staff. Target: 85%.

Based on a consumer survey and a sample size equal to or greater than the average number of daily meals served by the grantee.

IX. Reporting and Other Requirements

1. Grantee will enroll eligible consumers into the program funded through this grant agreement by entering the consumer data obtained from consumers using the DAS OCP approved congregate intake form, which includes the annual nutrition risk screening and the food security screening, into the SF DAS GetCare database in accordance to DAS OCP policy memorandum.
2. Grantee will enter into the SF DAS GetCare Service Unit section all service objectives by the 5th working day of the month for the preceding month. Grantee will ensure meal reporting in SF DAS GetCare accurately reflects the type of meal service provided (i.e., congregate meal and to-go meal).
3. Grantee will enter monthly reports and metrics into the CARBON database system by the 15th of the following month that includes the following information:
 - Number of unduplicated consumers served
 - Number of meals prepared and served
 - Number nutrition compliance units provided
4. Grantee will submit HACCP monitoring reports of the production kitchen and congregate sites to DAS OCP once per quarter. Quarterly reports due Oct. 15; Jan. 15; April 15; and June 15.
5. Grantee will enter the annual outcome objective metrics identified in Section VIII of the Appendix A in the CARBON database by the 15th of the month following the end of the program year.
6. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to SF-HSA no later than July 31 each grant year. The grantee must submit the report in the CARBON system.
7. Grantee shall develop and deliver bi-annual summary reports of SOGI data collected in the year as requested by SF-HSA, DAS, and OCP. The due dates for submitting the bi-annual summary reports are July 10 and January 10.
8. Grantee shall develop and deliver ad hoc reports as requested by SF-HSA, DAS, and OCP.
9. Grantee program staff will complete the California Department of Aging (CDA) Security Awareness Training on an annual basis. The grantee will maintain evidence of staff completion of this training.
10. Grantee shall be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules to the extent applicable.
11. Grantee will develop a grievance policy consistent with DAS OCP policy memorandum.
12. Grantee will assure that services delivered are consistent with professional standards for this service.
13. Pursuant to California Department of Aging Requirement, Grantor reserves the right to reduce funding available for this contract in the event that actual costs are below funding levels initially budgeted for the delivery of services.

14. Through the Older Americans Act Area Plan development process, the City of San Francisco identifies “Focal Points” which are designed to help older adults and adults with disabilities connect to services throughout the City. These Focal Points are:

Name	Address	Phone
Western Addition Senior Center	1390 1/2 Turk St, San Francisco, 94115	415-921-7805
Bayview Senior Connections	1753 Carroll Ave, San Francisco, 94124	415-647-5353
OMI Senior Center	65 Beverly St, San Francisco, 94132	415-334-5558
Richmond Senior Center	6221 Geary Blvd, San Francisco, 94121	415.404.2938
Mission Neighborhood Centers	362 Capp St, San Francisco, 94110	415-653-5750
30th Street Senior Center	225 30th St, San Francisco, 94131	415-550-2225
Openhouse Bob Ross LGBT Senior Center	65 Laguna St, San Francisco, 94102	415-347-8509
Downtown SF Senior Center	481 O’Farrell St, San Francisco, 94102	415-202-2982
Aquatic Park Senior Center	890 Beach St, San Francisco, 94109	415-202-2982
Self-Help for the Elderly	601 Jackson St, San Francisco, 94133	415-677-7585
Geen Mun Activity Center	777 Stockton St, San Francisco, 94108	415-438-9804
South Sunset Activity Center	2601 40th Ave, San Francisco, 94116	415-566-2845
West Portal Clubhouse	131 Lenox Way, San Francisco, 94127	628-502-0828
Toolworks	25 Kearny St, San Francisco, 94108	415-733-0990
Independent Living Resource Center San Francisco	825 Howard Street, San Francisco, 94103	415 543-6222
DAS Benefits and Resource Hub	2 Gough St, San Francisco, 94103	415-355-6700

15. For assistance with reporting and contract requirements, please contact:

Julie Hibarger
 Nutritionist
 DAS OCP
 email: julie.hibarger@sfgov.org

and

Gary Hom
 Contract Manager
 HSA OCM
 email: gary.hom@sfgov.org

I. Monitoring Activities

1. Nutrition Program Monitoring: Program monitoring will include review of compliance to specific program standards or requirements; client eligibility and targeted mandates, back up documentation for the units of service and all reporting, and progress of service and outcome objectives; how participant records are collected and maintained; reporting performance including monthly service unit reports on SF

DAS GetCare, maintenance of service unit logs; agency and organization standards, which include current organizational chart, evidence of provision of training to staff regarding the Elder Abuse Reporting; evidence of provision of the California Department of Aging (CDA) Security Awareness training to staff; program operation, which includes a review of a written policies and procedures manual of all DAS OCP funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation are current according to the site chart; a board of directors list and whether services are provided appropriately according to Sections VI and VII, the log of service units which are based on the hours of scheduled activities; sign-in sheets of consumers who participated in each activity; documentation that shows reported units of service are based on scheduled activities at the site, not activities that are always available at the facility such as cards or pool; translation and social services are based on staff hours.

2. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of the Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, MOUs, the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

Program: Congregate meals for () older adults or (X) adults with disabilities
 (Same as Line 11 on HSA #1)

Appendix B-4, Page 2
 Document Date: 1/23/2025

DAS Salaries & Benefits							FY 21/25
Position Title	FY 21/22	FY 22/23	Total FY23/24	Total FY24/25	Modification (2/1/2025- 6/30/2025)	Revised Total FY24/25	Budgeted Salary
Nutrition Sites & Programs Manager	\$2,889	\$6,309.90	\$6,309.90	\$6,309.90	\$1,206.40	\$7,516.30	\$23,025
Nutritionist	\$6,227		\$0.00	\$0.00		\$0.00	\$6,227
Head Cook	\$5,623	\$7,714.80	\$7,996.19	\$7,996.19	\$603.20	\$8,599.39	\$29,933
Cook	\$3,332	\$6,157.80	\$5,796.00	\$5,796.00	\$1,206.40	\$7,002.40	\$22,288
Site Manager Star Hotel/Cook	\$5,200	\$5,145.95	\$5,426.19	\$5,426.19	\$603.20	\$6,029.39	\$21,802
Cook	\$6,188	\$6,481.20	\$6,240.00	\$6,240.00	\$4,160.00	\$10,400.00	\$29,309
Meal Server	\$6,895	\$4,160.00	\$4,160.00	\$4,160.00	\$603.20	\$4,763.20	\$19,978
Food Prep & Meal Server	\$3,901	\$4,154.40	\$3,672.00	\$3,672.00	\$603.20	\$4,275.20	\$16,003
Cook		\$1,912.80	\$1,912.80	\$1,912.80	\$1,206.40	\$3,119.20	\$6,945
Food Prep	\$3,119	\$5,016.00	\$5,016.00	\$5,016.00	\$603.20	\$5,619.20	\$18,770
Janitor	\$2,084	\$1,887.00	\$1,887.00	\$1,887.00	\$603.20	\$2,490.20	\$8,348
Dishwasher/Janitor	\$4,387	\$5,165.40	\$5,165.40	\$5,165.40	\$603.20	\$5,768.60	\$20,486
Driver & Vehicle Servicer		\$3,432.00	\$3,432.00	\$3,432.00	\$1,206.40	\$4,638.40	\$11,502
Driver & Food Purchaser	\$987	\$1,624.05	\$1,624.05	\$1,624.05	\$603.20	\$2,227.25	\$6,462
Driver & Maintenance		\$4,645.80	\$10,473.81	\$10,473.81	\$603.20	\$11,077.01	\$26,197
Site Manager MNC	\$2,838	\$2,951.54	\$2,951.54	\$2,951.54		\$2,951.54	\$11,693
Site Manager VC & Food prep	\$6,307	\$9,633.00	\$11,466.00	\$11,466.00		\$11,466.00	\$38,872
Site Manager Ed Lee & Food Purchaser	\$7,568	\$10,745.00	\$4,680.00	\$4,680.00	\$603.20	\$5,283.20	\$28,276
Site Manager L.Mayores & Activities Facilitator	\$1,660	\$16,673.00	\$1,416.90	\$1,416.90	\$603.20	\$2,020.10	\$21,770
Site Manager VA & Assis. Social Worker	\$8,228	\$1,248.00	\$2,167.67	\$2,167.67		\$2,167.67	\$13,811
Site Manager Minna Lee & V.C.C		\$4,824.00	\$0.00		\$10,616.32	\$10,616.32	\$15,440
Site Manager Maceo May & Packaging					\$7,917.00	\$7,917.00	\$7,917
Social Worker/Resource Specialist	\$4,307	\$2,291.83	\$2,291.83	\$2,291.83	\$1,206.40	\$3,498.23	\$12,389
Social Worker/Activities Facilitator	\$8,669	\$4,065.00	\$4,065.00	\$4,065.00	\$1,206.40	\$5,271.40	\$22,070
Executive Director	\$5,048	\$4,794.90	\$4,794.90	\$4,794.90	\$1,809.60	\$6,604.50	\$21,242
Totals	\$95,457	\$121,033	\$102,945	\$102,945	\$38,377	\$141,322	\$460,757
Fringe Benefits Rate							\$0
Employee Fringe Benefits	\$12,982	\$15,485	\$15,313	\$15,313	\$8,827	\$24,140	\$67,920
							\$0
Total DAS Salaries and Benefits	\$108,439	\$117,030	\$118,258	\$118,258	\$47,203	\$165,461	\$509,188
Non DAS Salaries & Benefits							FY 21/25
Position Title							Budgeted Salary
Food Packer/Meal Server		\$0	\$0	\$0		\$0	\$2,039
Food Packer/Meal Server		\$1,282	\$1,282	\$1,282		\$1,282	\$5,885
Food Packer/Meal Server		\$0	\$0	\$0		\$0	\$5,437
Food Packer/Meal Server (Saturdays)		\$0	\$0	\$0		\$0	\$544
Food Packer/Site Manager		\$2,137	\$2,137	\$2,137		\$2,137	\$9,809
Meal Delivery		\$1,710	\$1,710	\$1,710		\$1,710	\$7,848
Totals		\$5,129	\$5,129	\$5,129		\$5,129	\$31,562
Fringe Benefits Rate							
Employee Fringe Benefits		\$782	\$782	\$782	\$0	\$782	\$4,547
Total Non DAS Salaries and Benefits		\$5,911	\$5,911	\$5,911	\$0	\$5,911	\$36,109
Total DAS and Non DAS Salaries and Benefits	\$108,439	\$116,132	\$124,170	\$124,170	\$47,203	\$171,373	\$545,297

HSA #2

10/25/2016

Program: Congregate meals for () older adults or (X) adults with disabilities
 (Same as Line 11 on HSA #1)

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 Document Date: 1/23/2025

Operating Expense Detail

	FY 21/22	FY 22/23	Total 23/24	Revised Budget 24/25	Modification (2/1/2025-6/30/2025)	Revised Total FY24/25	FY 21/25
	21,239	24,526	25,597	25,597	14,865	40,462	111,824
DAS Operating Expenses							
<u>Expenditure Category</u>							
Rental of Property							
Utilities (Elec, Water, Gas, Phone, Garbage)	\$2,147	\$1,500	\$2,350	\$2,350	\$4,179	\$6,529	\$12,526
Office Supplies, Postage	\$1,709	\$1,149	\$1,399	\$1,399	\$3,000	\$4,399	\$8,656
Building Maintenance Supplies and Repair		\$7,721	\$5,825	\$5,825	\$2,500	\$8,325	\$21,871
Printing and Reproduction							\$0
Insurance	\$1,435				\$544	\$544	\$1,979
Staff Training							\$0
Staff Travel-(Local & Out of Town)							\$0
Kitchen Service Equipment (small)					\$3,834	\$3,834	\$3,834
Rental of Equipment							\$0
Food Cost							
Raw Food	\$31,859	\$58,993	\$72,134	\$72,134	\$59,338	\$131,472	\$294,458
Cong Food Svc Supplies	\$5,097	\$11,257	\$13,853	\$13,853	\$18,447	\$32,300	\$62,507
Catered Meals							
Consultant							
Consultant - A			\$750	\$750	\$3,500	\$4,250	\$5,000
Consultant - Grant Writer					\$2,700	\$2,700	\$2,700
Other							
Stipends	\$371					\$0	\$371
Auto - Fuel, Insurance & Misc.	\$3,225	\$3,186	\$3,186	\$3,186	\$1,500	\$4,686	\$14,283
Total DAS Operating Expenses	\$45,843	\$81,782	\$99,497	\$99,497	\$99,543	\$199,040	\$426,162
Non DAS Operating Expenses							
<u>Expenditure Category</u>							
Rental of Property							
						\$0	\$0
Food Cost							
Raw Food			\$664	\$664		\$664	\$1,328
Cong Food Svc Supplies			\$176	\$176		\$176	\$352
Total Non DAS Operating Expenses			\$840	\$840	\$0	\$840	\$1,680
Total DAS and Non DAS Operating Expenses	\$45,843	\$72,303	\$100,337	\$100,337	\$99,543	\$199,880	\$427,842
HSA #3							10/25/2016

0

(Same as Line 11 on HSA #1)

Capital & Subcontractor Expenditure Detail

DAS Capital Expenditure

Total

Equipment (Qty)	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 21/25	
Walk-In refrigerator insulation panels	\$1,450				\$1,450	
					\$0	
Total Equipment Cost	\$1,450	\$0	\$0	\$0	\$1,450	
Total DAS Capital & Subcontractor Expenditure	\$1,450	\$0	\$0	\$0	\$1,450	
Non DAS Capital Expenditure						
Total Non DAS Capital & Subcontractor Expenditure	\$0	\$0	\$0	\$0	\$0	
Total DAS and Non DAS Capital & Subcontractor Expenditure	\$1,450	\$0	\$0	\$0	\$1,450	
HSA #4						1/0/1900

0
 (Same as Line 11 on HSA #1)

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 Document Date: 1/23/2025

Grocery/Breakfast Expenditure Detail

DAS	Unit price	Unit	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 21/25
Grocery	\$9.88 /bag	1170.00	\$11,560	\$11,560	\$11,560	\$11,560	\$46,240
Breakfast	\$4.25 /meal	3182.00	\$13,524	\$13,524	\$13,524	\$13,524	\$54,096
Total DAS Expenditure			\$25,083	\$25,083	\$25,083	\$25,083	\$100,332

Salaries & Benefits Detail

DAS Salaries & Benefits		Agency Totals		HSA Program		FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
Position Title	Name	Annual	Total FTE	% FTE	Adjusted	Budgeted	Budgeted	Budgeted	Budgeted	Budgeted Salary
Cook		\$44,720	1.00	13.26%	0.13	\$5,928	\$5,928	\$5,928	\$5,928	\$23,712
Driver		\$39,520	1.00	5.13%	0.05	\$2,028	\$2,028	\$2,028	\$2,028	\$8,112
Total						\$7,956	\$7,956	\$7,956	\$7,956	\$31,824
Fringe Benefits Rate		19%								
Employee Fringe Benefits		\$7,627				\$1,536	\$1,536	\$1,536	\$1,536	\$6,144
Total DAS Salaries and		\$47,147				\$9,492	\$9,492	\$9,492	\$9,492	\$37,968

Operating Expense Detail

Items	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
Food /Grocery Cost	\$11,994	\$11,994	\$11,994	\$11,994	\$47,976
Supplies	\$1,317	\$1,317	\$1,317	\$1,317	\$5,268
Total Operation	\$13,311	\$13,311	\$13,311	\$13,311	\$53,244
subtotal	\$22,803	\$22,803	\$22,803	\$22,803	\$91,212
Indirect(10%)	\$2,280	\$2,280	\$2,280	\$2,280	\$9,120
Grant Total	\$25,083	\$25,083	\$25,083	\$25,083	\$100,332

APPENDIX F-1 - ANNUAL SITE CHART - CONGREGATE MEALS, ADULTS WITH DISABILITIES

FY 2024-2025

AGENCY: Centro Latino de San Francisco

MAILING ADDRESS: 1656 15th Street San Francisco, CA 94103

DIRECTOR: Gloria Bonilla

EMAIL: gloria@centrolatinodesf.org

PHONE NO.: 415-286-0883

PROGRAM MANAGER: Omar Romero

EMAIL: omar@centrolatinodesf.org

PHONE NO.: 415-424-9263

Congregate Program Type (ENP or AWD)	AWD	AWD	AWD	AWD	AWD	AWD	AWD	Total ALL Sites
Name of Site	CLSF/Los Mayores	Mission Neighborhood Centers	Swords to Plowshares	Star Hotel	Edwin Lee	Veterans Academy	Minna Lee	
Address and Zip	1656 15th Street San Francisco, CA 94103	362 Capp Street San Francisco, CA 94110	150 Otis Street San Francisco, CA 94102	2176 Mission San Francisco, CA 94110	1150 3rd Street San Francisco, CA 94158	1030 Girard Road San Francisco, CA 94129	149 6th St. San Francisco, CA 94103	
Phone Number	415-861-8758	415-206-7750	415-252-4787	415-7763474 X 101	415-655-7250 ext 460	415-561-2445 ext.402	415-487-3300	
Alternate Phone Number	415-861-8761	415-861-8758	415-861-8758	415-861-8758	415-861-8758	415-861-8758	415-861-8758	
Neighborhood	Mission District #9	Mission District #9	Mission District #6	Mission District #9	Bay View District #6	Presidio District #2	SOMA #6	
Supervisory District No.	Districts 9	District 9	District 6	District 9	District 6	District 2	District 6	
Bus Line #	14L, 22, 33, 47, 49, 71, BART	12, 14, 14L, 27, 33, 49, BART	6, 14, 27, 47, 49, 71, F-line, KT, N, M	14, 22, 33, 47, 49, 71, BART	K, T, 10, 9R, 23, 29, 33, 34, 48, 54, 56	49, 28, 22, 43, 114, and BART	14, L1, L2, BART, 49, and 27	
Site Manager/Coordinator	Omar Romero	Yvonne Olmos	Jesi Arguello	Zoila Palacios	Sandro Matus	Sandro Matus	Roger Martinez	
Site Hours Open	9:00a.m-4:00p.m	9:00a.m-4:00p.m	9:00a.m-4:00p.m	9:00a.m-4:00p.m	9:00a.m.-4:00p.m	9:00a.m -2:00p.m	9:00a.m.-4:00p.m	
Additional Programming Offered at the Site	Congregate Meals, Home Delivered Meals, Community Services and Naturalization	Congregate Meals, Community Services and Naturalization	Congregate Meals	Congregate Meals	Congregate Meals	Congregate Meals	Congregate Meals	
Hours of Scheduled Programming (for OCP-funded programs)	9:00a.m-4:00p.m	9:00a.m-4:00p.m	10:30a.m.-12:30p.m.	11:30a.m.-1:00p.m.	11:00am-1:00pm	4:00p.m-6:00p.m	11:00am - 1:00pm	
Days Open for Lunch Meal Service	<input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tues <input checked="" type="checkbox"/> Wed <input checked="" type="checkbox"/> Thurs <input checked="" type="checkbox"/> Fri <input checked="" type="checkbox"/> Sat <input type="checkbox"/> Sun	<input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tues <input checked="" type="checkbox"/> Wed <input checked="" type="checkbox"/> Thurs <input checked="" type="checkbox"/> Fri <input checked="" type="checkbox"/> Sat <input type="checkbox"/> Sun	<input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tues <input checked="" type="checkbox"/> Wed <input checked="" type="checkbox"/> Thurs <input checked="" type="checkbox"/> Fri <input checked="" type="checkbox"/> Sat <input type="checkbox"/> Sun	<input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tues <input checked="" type="checkbox"/> Wed <input checked="" type="checkbox"/> Thurs <input checked="" type="checkbox"/> Fri <input checked="" type="checkbox"/> Sat <input type="checkbox"/> Sun	<input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tues <input checked="" type="checkbox"/> Wed <input checked="" type="checkbox"/> Thurs <input checked="" type="checkbox"/> Fri <input checked="" type="checkbox"/> Sat <input type="checkbox"/> Sun	<input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tues <input checked="" type="checkbox"/> Wed <input checked="" type="checkbox"/> Thurs <input checked="" type="checkbox"/> Fri <input checked="" type="checkbox"/> Sat <input type="checkbox"/> Sun	<input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tues <input checked="" type="checkbox"/> Wed <input checked="" type="checkbox"/> Thurs <input checked="" type="checkbox"/> Fri <input checked="" type="checkbox"/> Sat <input type="checkbox"/> Sun	
Days Open for Breakfast Meal Service	<input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tues <input checked="" type="checkbox"/> Wed <input checked="" type="checkbox"/> Thurs <input checked="" type="checkbox"/> Fri <input checked="" type="checkbox"/> Sat <input type="checkbox"/> Sun							
Days Supplement Groceries are Distributed	<input type="checkbox"/> Mon <input type="checkbox"/> Tues <input checked="" type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun							
Hours of Lunch Meal Service	11:00-12:30p.m.	12:00noon-1:00p.m.	11:30a.m.-12:30p.m.	11:30a.m.-12:30p.m.	11:30am-12:30pm	4:30p.m.-5:30p.m.	11:30am - 12:30pm	
Hours of Breakfast Meal Service	9:00 - 12:30pm							
Hours of Supplement Grocery Program	11:00-1:00pm							
Type of Lunch Meal (hot, cold)	hot/cold	hot/cold	hot/cold	hot/cold	hot/cold	hot/cold	hot/cold	
Type of Breakfast Meal (hot, cold)	hot							
Vegetarian meal option available (Yes or No)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
Cuisine Type (American, American-Latin, Chinese, Japanese, Kosher, Russian)	American-Latin	American-Latin	American-Latin	American-Latin	American-Latin	American-Latin	American-Latin	
# Unduplicated Consumers	158	23	19	35	26	24	45	330
Annual Number of Lunch Meals (congregate and to-go)	20,094	1,520	2,527	4,536	3,080	3,080	5,625	40,462
To-Go Meals Offered?	Yes	Yes	No	No	No	No	No	
Annual Number of Breakfast meals per year	2,000			1,182				3,182
Annual Number of Grocery bags per year	1,170							1,170
# Service Days for Lunch	304	304	308	252	308	308	252	
# Service Days of Breakfast	252			252				
# of Services Days of Supplement Grocery	52							
Average # lunch meals per day	66	5	8	18	10	10	45	162
Average # of breakfast meals per day	8			5				
Days Closed (list holidays closed between)	Independence Day, Labor Day, Thanksgiving, Christmas Day, New Year, President's Day, Cesar Chavez Memorial Day	Independence Day, Labor Day, Thanksgiving, Christmas Day, New Year, President's Day, Cesar Chavez Memorial Day	Independence Day, Labor Day, President's Day, Memorial Day	Independence Day, Labor Day, Thanksgiving, Christmas Day, New Year, President's Day, Cesar Chavez Memorial Day	Independence Day, Labor Day, President's Day, Memorial Day	Independence Day, Labor Day, President's Day, Memorial Day	Independence Day, Labor Day, Thanksgiving, Christmas Day, New Year, President's Day, Cesar Chavez Memorial Day	
ADA Accessible	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Site Status Note: (start date for a new site, closure date, or temp closure, etc.)								

**Appendix A-2 - Services to be Provided
On Lok Day Services
Congregate Nutrition Services for Older Adults**

July 1, 2021 – June 30, 2025
Modification: February 5, 2025

I. Purpose

The purpose of this grant is to provide congregate nutrition services for older adults living in the City and County of San Francisco. Congregate nutrition services include the provision of nutritious meals, nutrition education, and nutrition risk screening. Congregate nutrition services support individuals to live independently in their own homes and communities, help ensure health and well-being through improved nutrition and reduced isolation, and serve as an access point for other home and community-based services.

II. Definitions

Grantee	On Lok Day Services
Adult with a Disability	A person 18-59 years of age living with a disability.
At Risk of Institutionalization	To be considered at risk of institutionalization, a person must have, at a minimum, one of the following: 1) functional impairment in a minimum of two Activities of Daily Living (ADL): eating, dressing, transfer, bathing, toileting, and grooming; or 2) a medical condition to the extent requiring the level of care that would be provided in a nursing facility; or 3) be unable to manage his/her own affairs due to emotional and/or cognitive impairment, evidenced by functional impairment in a minimum of three Instrumental Activities of Daily Living (IADLs): preparing meals, managing money, shopping for groceries or personal items, performing housework, using a telephone.
CARBON	Contracts Administration, Reporting, and Billing On-line System.
CCR-Title 22	California Code of Regulations, Title 22, Social Security, Division 1.8. California Department of Aging
CDA	California Department of Aging.
City	City and County of San Francisco, a municipal corporation.

Communities of Color	An inclusive term and unifying term for persons who do not identify as White, who have been historically and systemically disadvantaged by institutionalized and interpersonal racism.
Congregate Nutrition Services	The procurement, preparation, transporting and serving of meals that meet nutrition requirements to eligible consumers in a group setting. Congregate nutrition services also include nutrition education, health promotion, and nutrition risk screening.
CRFC	California Retail Food Code, which is a uniform statewide health and sanitation standard for food facilities. (Sec. 113700 et seq., California Health and Safety Code)
DAS	Department of Disability and Aging Services.
DETERMINE Your Nutritional Health Checklist / DETERMINE Checklist	A screening tool published by the Nutrition Screening Initiative used to identify individuals at nutritional risk. All grantees must use the DETERMINE Checklist to evaluate the nutrition risk status of congregate and home-delivered meal nutrition services participants. http://www.dhs.gov.vi/home/documents/DetermineNutritionChecklist.pdf
DGA/Dietary Guidelines for Americans	Evidence-based food and beverage recommendations for Americans ages two (2) and older that aim to promote health, prevent chronic disease, and help people reach and maintain a healthy weight. Published jointly every 5 years by the U.S. Department of Health and Human Services (HHS) and the U.S. Department of Agriculture (USDA).
DRI/ Dietary Reference Intakes	Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations.
Disability	Mental, cognitive and/or physical impairments, including hearing and visual impairments, that result in substantial functional limitations in one (1) or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, and self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment. (CCR Title 22 Sec. 7630)
HACCP	Hazard Analysis of Critical Control Point. A systematic approach to the identification, evaluation, and control of food safety hazards. (CCR Title 22 Sec. 7630)

LGBTQ+	An acronym/term used to refer to persons who self-identify as non -heterosexual and/or whose gender identity does not correspond to their birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.
Limited English-Speaking Proficiency	Any person who does not speak English well or is otherwise unable to communicate effectively in English because English is not the person’s primary language.
Low-Income	Having income at or below 100% of the federal poverty line as defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services. Eligibility for enrollment and/or participation is not means tested. Consumers self-report income status.
Menu Planning and Analysis	The development of a menu cycle that adheres to DAS OCP and CDA menu standards and the nutrition requirements of meals. A Registered Dietitian conducts the menu analysis, and the analysis will demonstrate adherence to the menu standards and nutrition requirements of the meals. (CDA Program Memo 12-17 as amended)
NCQA	Nutrition Compliance and Quality Assurance are components of congregate and home-delivered nutrition services that are programmatically required and include, but are not limited to, actions that ensure food safety, certify menu compliance, provide nutrition education, confirm consumer eligibility, and assess consumers’ physiological, socioeconomic, and psychological well-being as well as need for nutrition and other supportive services. NCQA also includes nutrition counseling performed by a registered dietitian, when feasible and appropriate.
Nutrition Counseling	Provision of individualized advice and guidance to individuals who are at nutritional risk because of their health or nutritional history, dietary intake, medications use, or chronic illnesses about options and methods for improving their nutritional status, performed by a registered dietitian in accordance with Sections 2585 and 2586, Business and Professions Code. (CCR Title 22 Sec. 7630)

<p>Nutrition Education Session</p>	<p>An intervention targeting participants and caregivers that uses information dissemination, instruction, or training with the intent to support food, nutrition, and physical activity choices and behaviors (related to nutritional status) in order to maintain or improve health and address nutrition-related conditions. Content is consistent with the DGA; accurate, culturally sensitive, regionally appropriate, and considers personal preferences; and overseen by a registered dietitian. (CDA Program Memo 21-23)</p>
<p>Nutrition Requirements of Meals</p>	<p>Each meal provided through congregate and home-delivered nutrition services shall adhere to the current Dietary Guidelines for Americans (DGA) and provide a minimum of one-third of the Dietary Reference Intakes (DRI). (CCR Title 22 Sec. 7638.5)</p>
<p>Nutrition Screening</p>	<p>Completion of a nutrition screening checklist by eligible individuals to determine if they are at nutrition risk. A nutrition screening checklist is a federal public information collection requirement in the National Aging Program Information System (NAPIS), found in the Federal Register, Volume 59, No. 188, September 29, 1994. (CCR Title 22 Sec. 7630)</p>
<p>Nutrition Services</p>	<p>The procurement, preparation, transport, and service of meals, nutrition education, nutrition screening, and nutrition counseling, to eligible individuals at congregate sites or in their homes. (CCR Title 22 Sec. 7630)</p>
<p>OCP</p>	<p>Office of Community Partnerships.</p>
<p>OCM</p>	<p>Office of Contract Management, San Francisco Human Services Agency.</p>
<p>OCNP</p>	<p>Older Californians Nutrition Program (previously known as Elderly Nutrition Program, ENP) - Title III C1 and C2. A program that provides nutrition services, as authorized by the Older Americans Act of 1965, as amended, and is provided in accordance with the provision of CCR Title 22, Chapter 4, Article 5, Sec. 7630.</p>
<p>Older Adult</p>	<p>A person who is 60 years of age or older, used interchangeably with the term “senior”.</p>

Registered Dietitian (RD)/ Registered Dietitian Nutritionist (RDN)	Registered Dietitian or Registered Dietitian Nutritionist: An individual who shall be both: 1) Qualified as specified in Sections 2585 and 2586, Business and Professions Code, and 2) Registered by the Commission on Dietetic Registration.
Senior	A person who is 60 years of age or older; used interchangeably with the term “older adult”.
SF DAS GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service objectives, run reports, etc.
SF-HSA	Human Services Agency of the City and County of San Francisco.
Socially Isolated	Having few social relationships and few people to interact with regularly.
SOGI	Sexual Orientation and Gender Identity; <i>Ordinance No. 159-16</i> amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve (<i>Chapter 104, Sections 104.1 through 104.9</i>).
To-Go Meal	A meal provided by the congregate nutrition service grantee that is picked up or delivered and consumed off-site by an eligible consumer.
Unduplicated Consumer (UDC)	An individual who participates in congregate nutrition services and their participation is reflected in SF DAS GetCare by the grantee.

III. Target Populations

This program is designed to serve all ethnicities and populations, with focused expertise to promote unique cultural needs, which have been identified as demonstrating the greatest economic and social need:

- Persons with low income
- Persons who are socially isolated
- Persons with limited English- speaking proficiency
- Persons from communities of color
- Persons who identify as LGBTQ+
- Persons at risk of institutionalization

IV. Eligibility for Services

1. A person who is 60 years of age or older (older adult).
2. The spouse or domestic partner of an older adult, regardless of age.
3. A person with a disability, under the age of 60 who resides in housing facilities occupied primarily by older adults at which congregate nutrition services are provided.
4. A disabled individual who resides at home with and accompanies an older adult who participates in the program.

V. Location and Time of Services

The grantee will provide congregate nutrition services in the City and County of San Francisco. The grantee, with approval from DAS OCP, will determine the location(s) and time(s) for the provision of congregate nutrition services.

VI. Description of Services and Program Requirements

1. Grantee will develop and maintain nutrition policies and procedures that meet the nutrition and food service standards set forth by California Retail Food Code (CRFC), CCR Title 22, CDA OCNP, and DAS OCP.
2. Grantee will provide congregate nutrition services for older adults. The provision of services will include the following:
 - a. Enrollment of consumers in the program and the provision of congregate meals to those consumers as indicated in Table A below and in the various neighborhoods and/or districts as indicated in the DAS OCP approved site chart.
 - b. Provision of congregate meals that meet nutritional standards by adhering to the current DGA and offering a minimum of one-third of the DRIs if the grantee provides one meal per day. If the grantee provides two meals per day, the meals must contain at least two-thirds of the DRIs. If the grantee provides three meals per day, the meals must contain 100% of the DRIs. The grantee may not count fractions of meals or snacks cumulatively. Each meal must individually meet one-third of the DRIs.
 - c. Annual nutrition screenings for each consumer and documentation of individual responses in SF DAS GetCare within one month of obtaining them. Required screenings include a nutritional risk screening using the DETERMINE Checklist and a food security screening. The grantee will refer clients screened at high nutritional risk to the DAS funded citywide nutrition counseling and education program.
3. Grantee may provide to-go meals for older adults through their congregate nutrition service program. To-go meals may only be provided as an additional service option for consumers. The grantee may not replace the conventional style of congregate nutrition services (i.e., meals consumed on site and in a group setting) with a to-go meal service model exclusively.

4. Grantee may offer planned person-to-person interactions for consumers receiving to-go meals however, these interactions are not required to provide to-go meals. The availability of person-to-person interactions and a consumer's decision to participate will determine how the grantee reports the meal to DAS and in SF DAS GetCare. The grantee may provide to-go meals using one of the following models of service:
 - a. The to-go meal is picked up by a consumer, designated proxy, or the grantee delivers it to the consumer. The meal is consumed off-site, and the grantee organizes in-person or virtual interaction for the consumer receiving the to-go meal on the day the meal is intended for consumption. The grantee must document and track the consumer's intent to participate in the organized activity. The grantee is not responsible for ensuring that the consumer attends the organized activity. If a consumer declines participation in the grantee's organized activity all the time or most of the time (e.g., three out of five days or four out of seven days), additional documentation is required and described in number five (5) below.
 - b. The to-go meal is picked up by a consumer, designated proxy, or the grantee delivers it to the consumer. The meal is consumed off-site, and the grantee does not organize in-person or virtual interaction for the consumer receiving the to-go meal on the day the meal is intended for consumption. This service model also requires the additional documentation described in number five (5) below.
 - c. The grantee's provision of to-go meals uses service model 4a. and 4b.
5. The additional documentation required if the grantee provides to-go meals without offering person to person interactions or if the consumer declines participation in the grantee's organized activity all the time or most of the time is the following:
 - a. The grantee will conduct an initial assessment that confirms a consumer's need for to-go meals without organized in-person or virtual interaction by reason of illness or disability, or otherwise isolated. The term "otherwise isolated" may be interpreted as isolation related to not being comfortable with dining in a group setting. The initial assessment must be completed within two (2) weeks from the start of service. The initial assessment may be completed in-person at the time of pick up or via telephone when a consumer or consumer proxy picks up the meal from the congregate meal site. If the grantee delivers the meal(s) to a consumer, the initial assessment must be completed in the consumer's home by the grantee.
 - b. The grantee will conduct quarterly reassessments that confirm a consumer's continued need for to-go meals without organized in-person or virtual interaction. The quarterly reassessment may be completed in-person at the time of pick up or via telephone when a consumer or consumer proxy picks up the meal from the congregate meal site. If the grantee delivers the meal(s) to a consumer, the grantee must complete quarterly reassessments in the consumer's home every other quarter. (i.e., initial assessment conducted in the home; quarter 2 reassessment over the phone; quarter 3 reassessment conducted in the home; quarter 4 reassessment over the phone; quarter 5 reassessment in the home, quarter 6 reassessment over the phone, etc.).

6. Grantee will provide consumers who receive to-go meals the following information, at minimum: safe food handling instructions for the meal, reheating instructions if applicable, voluntary contribution policy and collection procedures, grievance policy, and information on how to request assistance, if needed. If the meals are delivered, the grantee will provide a meal delivery schedule and a copy of the approved cycle menu.
7. Grantee will post at each meal site a notice that informs consumers about the suggested voluntary contribution for a meal and a guest fee for individuals who are not eligible to enroll as a consumer in congregate nutrition services. The grantee's board of directors must approve the suggested contribution and guest fee per meal. The grantee will ensure its policy and procedures for the suggested meal contribution and guest fee comply with DAS OCP policy memoranda.
8. Grantee shall serve and package meals in compliance with the City's Food Service Waste Reduction Ordinance (2007) and Single-Use Foodware Plastics Toxics and Litter Reduction Ordinance (2019).
9. Grantee will conduct Nutrition Compliance-Quality Assurance (NCQA) as follows:
 - a. Submit for review and approval by DAS OCP, at least one month in advance of use, a minimum of a five-week cycle menu with the required corresponding menu analysis. The registered dietitian (RD) on staff or consultant RD must participate in menu planning and complete the corresponding nutrient analysis. The grantee may seek approval to submit a cycle menu with fewer weeks. DAS OCP will review requests for exceptions and approve if appropriate.
 - b. Document menu substitutions. The RD on staff or consultant RD must review and approve menu substitutions in advance of their use.
 - c. Provide a nutrition education session at least once per quarter and a minimum of four (4) times during the fiscal year to consumers participating in services. The grantee may deliver a session in person or via video, audio, online, or the distribution of hardcopy materials. The grantee must report nutrition education sessions in SF DAS GetCare and include the estimated number of participants.
 - d. Conduct and document an on-site HACCP safety and sanitation monitoring of the production kitchen at least once per quarter and a minimum of four (4) times during the fiscal year. The RD on staff or consultant RD must conduct and document the results of the HACCP safety and sanitation monitoring. HACCP monitoring must also include, but is not limited to the review of quarterly congregate site monitoring reports.
 - e. Conduct and document an on-site HACCP safety and sanitation monitoring of each congregate meal site at least once per quarter and a minimum of four (4) times during the fiscal year. The RD on staff, consultant RD, or a qualified staff member must conduct and document the results of the HACCP safety and sanitation monitoring for each site.
 - f. Provide orientation and training to all new staff, paid and volunteers, to perform their assigned responsibilities and tasks as described in the CCR Title 22 Regulations Sec. 7636.5. Training, at a minimum, shall include: (1) Food safety, prevention of foodborne illness, and HACCP principles. (2) Accident

- prevention, instruction on fire safety, first aid, choking, earthquake preparedness, and other emergency procedures.
- g. Provide in-service training for nutrition program staff (e.g. food service and delivery workers) at least once per quarter and a minimum four (4) times during the fiscal year as described in the CCR-Title 22 Regulations Sec. 7636.5 and DAS OCP policy memoranda. The grantee will also document, schedule, and conduct in-service trainings in a timely manner when there are monitoring findings. A registered dietitian (RD) must review and approve an annual in-service training plan and the training curriculum for nutrition program staff.
 - h. If to-go meals are delivered by the grantee the following additional NCQA activities are required:
 - i. Conduct end-of-route home-delivered meal temperature checks every other week per route to ensure the meals maintain temperatures that meet food safety standards during the timeframe of the route. The grantee will document and keep on file the temperatures for quarterly review by a registered dietitian (RD).
 - ii. Monitor the food safety and sanitation of the home-delivered meal routes including but not limited to the packing, transporting, and delivery of meals. A qualified staff member, trained by a food safety manager or RD, may monitor routes, and document and submit the results to the agency within two weeks of the monitoring. The grantee will monitor each home-delivered meal route, at minimum, two (2) times per year.
10. Grantee will administer an annual consumer satisfaction survey using a survey tool approved by DAS OCP. The grantee will share the survey results with DAS OCP by March 15 each grant year or on a mutually agreed upon date between DAS OCP and the grantee. At minimum, the completed number of surveys per meal site shall be a sample size of the average number of meals served daily.
 11. Grantee will have a qualified manager on staff who conducts the day-to-day management and administrative functions of the nutrition program. The grantee will ensure the manager on staff possess a food safety manager certification and has the required qualifications as described in the CCR Title 22 Regulations Sec. 7636.3 and DAS OCP policy memoranda.
 12. Grantee will ensure there is enough qualified staff, paid and volunteer, with the appropriate education, experience, and cultural competency to carry out the requirements of the program and deliver quality services to meet the needs of the consumers.
 13. Grantee will attend in-service trainings and nutrition meetings coordinated and provided by DAS OCP and share the information with their staff and volunteers as needed.
 14. Grantee shall follow guidance or instructions from the Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH), and local health departments related to the provision of services in the community. If there are contradictory requirements between the most current CDC, CDPH, and local health department guidance or health orders, providers should follow the strictest

requirements. The grantee shall follow the requirements with the intent to maximize the health and safety of their staff and clients receiving services

15. Grantee will have knowledge of the DAS Benefits and Resource Hub services and will make referrals based on clients’ needs.

VII. Service Objectives

1. Grantee will enroll at minimum the number of unduplicated consumers and provide the units of service detailed in Table A below:

Table A	FY 21/22	FY 22/23	FY 23/24	FY 24/25
Number of Unduplicated Consumers (UDC)	2,394	2,394	2,394	2,394
Modification 1	0	0	0	0
Revised	2,394	2,394	2,394	2,394
Modification 2		-282	-282	-282
Modification 3		-200	0	0
Revised		1,912	2,112	2,112
Modification 4			+100	0
Revised			2,212	2,112
Modification 5				+350
Revised UDC				2,462
Number of Meals (UOS)	92,074	92,074	92,074	92,074
Modification 1	-48,658	0	0	0
Revised UOS	43,416	92,074	92,074	92,074
Modification 2		-21,619	-21,619	-21,619
Modification 3		-5,068	0	0
Revised UOS		65,387	70,455	70,455
Modification 4			+9,812	+5,495
Revised UOS			80,267	75,950
Modification 5				+38,580
Revised UOS				114,530

VIII. Outcome Objectives

1. Consumers report increased consumption of fruits, vegetables, and/or whole grains. Target: 75%.
2. Consumers feel less worried about getting enough food to meet their needs. Target: 85%.
3. Consumers rate the quality of meals they received as excellent or good. Target: 85%.
4. Consumers feel a greater sense of connection to their community. Target: 85%.
5. Consumers feel safe and welcomed by program staff. Target: 85%.

Based on a consumer survey and a sample size equal to or greater than the average number of daily meals served by the grantee.

IX. Reporting and Other Requirements

1. Grantee will enroll eligible consumers into the program funded through this grant agreement by entering the consumer data obtained from consumers using the DAS OCP approved congregate intake form, which includes the annual nutrition risk screening, and the food security screening into the SF DAS GetCare database in accordance to DAS OCP policy memorandum.
2. Grantee will enter into the SF DAS GetCare Service Unit section all service objectives by the 5th working day of the month for the preceding month. Grantee will ensure meal reporting in SF DAS GetCare accurately reflects the type of meal service provided (i.e., congregate meal and to-go meal).
3. Grantee will enter monthly reports and metrics into the CARBON database system by the 15th of the following month that includes the following information:
 - Number of unduplicated consumers served
 - Number of meals prepared and served
 - Number nutrition compliance units provided
4. Grantee will submit HACCP monitoring reports of the production kitchen and congregate sites to DAS OCP once per quarter. Quarterly reports due Oct. 15; Jan. 15; April 15; and June 15.
5. Grantee will enter the annual outcome objective metrics identified in Section VIII of the Appendix A in the CARBON database by the 15th of the month following the end of the program year.
6. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to SF-HSA no later than July 31 each grant year. The grantee must submit the report in the CARBON system.
7. Grantee shall develop and deliver bi-annual summary reports of SOGI data collected in the year as requested by SF-HSA, DAS, and OCP. The due dates for submitting the bi-annual summary reports are July 10 and January 10.
8. Grantee shall develop and deliver ad hoc reports as requested by SF-HSA, DAS, and OCP.
9. Grantee program staff will complete the California Department of Aging (CDA) Security Awareness Training on an annual basis. The grantee will maintain evidence of staff completion of this training.
10. Grantee shall be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules to the extent applicable.
11. Grantee will develop a grievance policy consistent with DAS OCP policy memorandum.
12. Grantee will assure that services delivered are consistent with professional standards for this service.
13. Pursuant to California Department of Aging Requirement, Grantor reserves the right to reduce funding available for this contract in the event that actual costs are below funding levels initially budgeted for the delivery of services.

14. Through the Older Americans Act Area Plan development process, the City of San Francisco identifies “Focal Points” which are designed to help older adults and adults with disabilities connect to services throughout the City. These Focal Points are:

Name	Address	Phone
Western Addition Senior Center	1390 1/2 Turk St, San Francisco, 94115	415-921-7805
Bayview Senior Connections	1753 Carroll Ave, San Francisco, 94124	415-647-5353
OMI Senior Center	65 Beverly St, San Francisco, 94132	415-334-5558
Richmond Senior Center	6221 Geary Blvd, San Francisco, 94121	415.404.2938
Mission Neighborhood Centers	362 Capp St, San Francisco, 94110	415-653-5750
30th Street Senior Center	225 30th St, San Francisco, 94131	415-550-2225
Openhouse Bob Ross LGBT Senior Center	65 Laguna St, San Francisco, 94102	415-347-8509
Downtown SF Senior Center	481 O’Farrell St, San Francisco, 94102	415-202-2982
Aquatic Park Senior Center	890 Beach St, San Francisco, 94109	415-202-2982
Self-Help for the Elderly	601 Jackson St, San Francisco, 94133	415-677-7585
Geen Mun Activity Center	777 Stockton St, San Francisco, 94108	415-438-9804
South Sunset Activity Center	2601 40th Ave, San Francisco, 94116	415-566-2845
West Portal Clubhouse	131 Lenox Way, San Francisco, 94127	628-502-0828
Toolworks	25 Kearny St, San Francisco, 94108	415-733-0990
Independent Living Resource Center San Francisco	825 Howard Street, San Francisco, 94103	415 543-6222
DAS Benefits and Resource Hub	2 Gough St, San Francisco, 94103	415-355-6700

15. For assistance with reporting and contract requirements, please contact:

Julie Hibarger
 Nutritionist
 DAS OCP
 email: Julie.Hibarger@sfgov.org

and

Gary Hom
 Contract Manager
 HSA OCM
 email: gary.hom@sfgov.org

I. Monitoring Activities

1. Nutrition Program Monitoring: Program monitoring will include review of compliance to specific program standards or requirements; client eligibility and targeted mandates, back up documentation for the units of service and all reporting, and progress of service and outcome objectives; how participant records are collected

and maintained; reporting performance including monthly service unit reports on SF DAS GetCare, maintenance of service unit logs; agency and organization standards, which include current organizational chart, evidence of provision of training to staff regarding the Elder Abuse Reporting; evidence of provision of the California Department of Aging (CDA) Security Awareness training to staff; program operation, which includes a review of a written policies and procedures manual of all DAS OCP funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation are current according to the site chart; a board of directors list and whether services are provided appropriately according to Sections VI and VII, the log of service units which are based on the hours of scheduled activities; sign-in sheets of consumers who participated in each activity; documentation that shows reported units of service are based on scheduled activities at the site, not activities that are always available at the facility such as cards or pool; translation and social services are based on staff hours.

2. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of the Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, MOUs, the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

**HUMAN SERVICES AGENCY BUDGET SUMMARY
BY PROGRAM**

Name								Term
On Lok Day Services								7/1/21 - 6/30/25
(Check One) New <input type="checkbox"/> Renewal <input type="checkbox"/> Modification <input checked="" type="checkbox"/>								
If modification, Effective Date of Mod. _____ No. of Mod. _____								
Program: Congregate meals for (x) older adults or () adults with								
Budget Reference Page No.(s)				Current	Modification (2/1/2025-6/30/2025)	Revised	(Total)	
Program Term	7/1/21 - 6/30/22	7/1/22 - 6/30/23	7/1/23 - 6/30/24	7/1/24 - 6/30/25	7/1/24 - 6/30/25	7/1/24 - 6/30/25	7/1/21 - 6/30/25	
Annual # Meals Contracted	43,416	65,387	90,053	75,950	38,580	114,530	313,386	
DAS Expenditures								
Salaries & Benefits	\$166,604	\$301,400	\$301,400	\$301,400	\$51,710	\$353,110	\$1,122,514	
Operating Expenses	\$153,754	\$209,775	\$426,219	\$313,509	\$282,850	\$596,359	\$1,386,107	
Subtotal	\$320,358	\$511,175	\$727,619	\$614,909	\$334,560	\$949,469	\$2,508,621	
Indirect Percentage (%)	9%	10%	10%	10%		10%	9%	
Indirect Cost	\$28,833	\$51,118	\$72,762	\$61,491	\$33,456	\$94,947	\$247,660	
Capital/Subcontractor Expenditures	\$425,355	\$36,467					\$461,822	
NCQA Expenditures	\$15,653	\$15,653	\$16,209	\$17,449		\$17,449	\$64,964	
Total DAS Expenditures	\$790,199	\$614,413	\$816,590	\$693,849	\$368,016	\$1,061,865	\$3,283,067	
Non DAS Expenditures								
Salaries & Benefits	\$336,942	\$284,268	\$284,268	\$284,268	(\$51,710)	\$232,558	\$1,138,036	
Operating Expenses	\$290,675	\$361,449	\$326,569	\$350,796	(\$12,052)	\$338,744	\$1,317,437	
Capital/Subcontractor Expenditures								
NCQA Expenditures	\$70	\$70	\$70	\$70		\$70	\$280	
Total Non DAS Expenditures	\$627,687	\$645,787	\$610,907	\$635,134	(\$63,762)	\$571,372	\$2,455,753	
TOTAL DAS AND NON DAS EXPEDITURES	\$1,417,886	\$1,260,200	\$1,427,497	\$1,328,983	\$304,254	\$1,633,237	\$5,738,820	
DAS Revenues								
General Fund	\$731,145	\$488,650	\$532,184	\$532,184		\$532,184	\$2,284,163	
CODB	\$43,401	\$73,643	\$97,016	\$97,016		\$97,016	\$311,076	
NCQA	\$15,653	\$15,653	\$16,209	\$17,449		\$17,449	\$64,964	
Infrastructure (State Fund) (OTO 22/23)		\$36,467					\$36,467	
Ongoing Additional Funding			\$84,285	\$47,200		\$47,200	\$131,485	
Fund Reallocation			\$86,896				\$86,896	
FY24-25 CODB (12/19/24)					\$16,166	\$16,166	\$16,166	
FY24-25 OTO (01/09/25)					\$351,850	\$351,850	\$351,850	
Total DAS Revenue	\$790,199	\$614,413	\$816,590	\$693,849	\$368,016	\$1,061,865	\$3,283,067	
PER MEAL COST, DAS	\$ 8.04	\$ 8.59	\$ 8.88	\$ 8.90	\$ 0.21	\$ 9.11	\$ 10.27	
PER MEAL COST (with NCQA), DAS	\$ 8.40	\$ 8.84	\$ 9.07	\$ 9.14	\$ 0.13	\$ 9.27	\$ 10.48	
Non DAS Revenues								
Project Income	\$56,165	\$42,978	\$42,978	\$42,978		\$42,978	\$185,099	
Agency Cash- Fundraising	\$415,439	\$446,726	\$411,846	\$436,073	\$4,368	\$372,311	\$1,646,322	
Agency In-kind Volunteer	\$156,083	\$156,083	\$156,083	\$156,083		\$156,083	\$624,332	
NCQA Revenue	\$70	\$70	\$70	\$70		\$70	\$280	
Total Non DAS Revenue	\$627,757	\$645,857	\$610,977	\$635,204	\$4,368	\$571,442	\$2,456,033	
PER MEAL COST, Non DAS	\$14.46	\$9.88	\$6.78	\$8.36	\$ (3.37)	\$4.99	\$7.84	
PER MEAL COST (with NCQA), Non DAS	\$14.46	\$9.88	\$6.78	\$8.36	\$ (3.37)	\$4.99	\$7.84	
TOTAL DAS AND NON DAS REVENUE	\$1,417,956	\$1,260,270	\$1,427,567	\$1,329,053	\$372,384	\$1,633,307	\$5,739,100	
PER MEAL COST, Total	\$22.50	\$18.47	\$15.66	\$17.26	\$ (3.16)	\$14.10	\$18.11	
PER MEAL COST (with NCQA), Total	\$22.86	\$18.72	\$15.85	\$17.50	\$ (3.24)	\$14.26	\$18.32	
Full Time Equivalent (FTE)	14.18	16.23	16.23	16.23		16.23	62.87	
Prepared by: HSA-CO Review Signature: Meko Ma								
HSA #1								

Program: Congregate meals for (x) older adults or () adults with disabilities					Appendix B-2, Page 3							
					Operating Expense Detail							
					7/1/21 - 6/30/22	7/1/22 - 6/30/23	7/1/23 - 6/30/24	Current 7/1/24 - 6/30/25	Modification (2/1/2025- 6/30/2025)	Revised 7/1/24 - 6/30/25	(Total) 7/1/21 - 6/30/25	
Annual # Meals Contracted	FY 21/22	FY 22/23	FY 23/24	FY 24/25	43,416	65,387	90,053	75,950	38,580	114,530	313,386	
DAS Operating Expenses												
<u>Expenditure Category</u>												
Rental of Property												
Utilities (Elec, Water, Gas, Phone, Garbage)					\$17,490	\$30,980	\$30,980	\$30,980		\$30,980	\$110,430	
Office Supplies, Postage					\$250	\$250	\$250	\$250		\$250	\$1,000	
Building Maintenance Supplies and Repair					\$47,700	\$47,700	\$47,700	\$47,700		\$47,700	\$190,800	
Printing and Reproduction					\$650	\$650	\$650	\$650		\$650	\$2,600	
Insurance						\$6,600	\$6,600	\$6,600		\$6,600	\$19,800	
Staff Training												
Staff Travel-(Local & Out of Town)					\$135	\$135	\$135	\$135		\$135	\$540	
Rental of Equipment												
Food Cost												
Raw Food												
Cong Food Svc Supplies												
Catered Meals	per meal \$	1.71 \$	1.69 \$	3.63 \$	4.34	\$74,453	\$110,384	\$326,828	\$214,118	\$282,850	\$496,968	\$1,008,633
Consultant												
Consultant-Translator					\$1,628	\$1,628	\$1,628	\$1,628		\$1,628	\$6,512	
Catholic Charities					\$11,448	\$11,448	\$11,448	\$11,448		\$11,448	\$45,792	
Other												
Small equipment & Supplies												
Auto - Fuel/Parking & Insurance												
Repair/Maintenance												
Payroll Processing												
Total DAS Operating Expenses					\$153,754	\$209,775	\$426,219	\$313,509	\$282,850	\$596,359	\$1,386,107	
Non DAS Operating Expenses												
<u>Expenditure Category</u>												
Rental of Property												
Utilities (Elec, Water, Gas, Phone, Garbage)					\$15,510	\$2,020	\$2,020	\$2,020		\$2,020	\$21,570	
Office Supplies, Postage												
Building Maintenance Supplies and Repair					\$42,300	\$42,300	\$42,300	\$42,300		\$42,300	\$169,200	
Printing and Reproduction												
Insurance					\$6,600						\$6,600	
Staff Training												
Staff Travel-(Local & Out of Town)												
Rental of Equipment					\$2,000						\$2,000	
Food Cost												
Raw Food												
Cong Food Svc Supplies												
Catered Meals	per meal \$	4.15 \$	4.18 \$	2.64 \$	2.19	\$180,181	\$273,045	\$238,165	\$262,392	(\$12,052)	\$250,340	\$941,731
Consultant												
Consultant-Translator					\$372	\$372	\$372	\$372		\$372	\$1,488	
Catholic Charities					\$10,152	\$10,152	\$10,152	\$10,152		\$10,152	\$40,608	
Other												
Small equipment & Supplies					\$5,800	\$5,800	\$5,800	\$5,800		\$5,800	\$23,200	
Auto - Fuel/Parking & Insurance					\$8,500	\$8,500	\$8,500	\$8,500		\$8,500	\$34,000	
Repair/Maintenance					\$2,800	\$2,800	\$2,800	\$2,800		\$2,800	\$11,200	
Payroll Processing					\$800	\$800	\$800	\$800		\$800	\$3,200	
Freezer Rental					\$10,200	\$10,200	\$10,200	\$10,200		\$10,200	\$40,800	
Van Deep Cleaning					\$5,460	\$5,460	\$5,460	\$5,460		\$5,460	\$21,840	
Total Non DAS Operating Expenses					\$290,675	\$361,449	\$326,569	\$350,796	(\$12,052)	\$338,744	\$1,317,437	
Total DAS and Non DAS Operating Expenses					\$444,429	\$571,224	\$752,788	\$664,305	\$270,798	\$935,103	\$2,703,544	
HSA #3												

Program: Congregate meals for (x) older adults or () adults with disabilities

Capital & Subcontractor Expenditure Detail

DAS Capital Expenditure				Current	Modification (2/1/2025-6/30/2025)	Revised	(Total)
Equipment (Qty)	7/1/21 - 6/30/22	7/1/22 - 6/30/23	7/1/23 - 6/30/24	7/1/24 - 6/30/25	7/1/24 - 6/30/25	7/1/24 - 6/30/25	7/1/21 - 6/30/25
Outdoor Patio Tables	\$5,160						\$5,160
Outdoor Patio Chairs	\$9,000						\$9,000
Commercial Air Purifiers	\$10,000						\$10,000
Insulated Meal Transportation Bags	\$600						\$600
Kitchen Equipment		\$3,461					\$3,461
Total Equipment Cost	\$24,760	\$3,461					\$28,221
Remodeling	7/1/21 - 6/30/22	7/1/22 - 6/30/23	7/1/23 - 6/30/24	7/1/24 - 6/30/25	7/1/24 - 6/30/25	7/1/24 - 6/30/25	7/1/21 - 6/30/25
Outdoor flooring/pavers (HCBS Eligible)		\$33,006					\$33,006
Total Remodeling Cost		\$33,006					\$33,006
Subcontractor	7/1/21 - 6/30/22	7/1/22 - 6/30/23	7/1/23 - 6/30/24	7/1/24 - 6/30/25	7/1/24 - 6/30/25	7/1/24 - 6/30/25	7/1/21 - 6/30/25
Total Subcontractor Cost							
Other	7/1/21 - 6/30/22	7/1/22 - 6/30/23	7/1/23 - 6/30/24	7/1/24 - 6/30/25	7/1/24 - 6/30/25	7/1/24 - 6/30/25	7/1/21 - 6/30/25
21-22 One Time Cost increase	\$400,595						\$400,595
Total Subcontractor Cost	\$400,595						\$400,595
Total DAS Capital & Subcontractor Expenditure	\$425,355	\$36,467					\$461,822
Non DAS Capital Expenditure							
Equipment (Qty)	7/1/21 - 6/30/22	7/1/22 - 6/30/23	7/1/23 - 6/30/24	7/1/24 - 6/30/25	7/1/24 - 6/30/25	7/1/24 - 6/30/25	7/1/21 - 6/30/25
Total Equipment Cost							
Remodeling	7/1/21 - 6/30/22	7/1/22 - 6/30/23	7/1/23 - 6/30/24	7/1/24 - 6/30/25	7/1/24 - 6/30/25	7/1/24 - 6/30/25	7/1/21 - 6/30/25
Total Remodeling Cost							
Subcontractor	7/1/21 - 6/30/22	7/1/22 - 6/30/23	7/1/23 - 6/30/24	7/1/24 - 6/30/25	7/1/24 - 6/30/25	7/1/24 - 6/30/25	7/1/21 - 6/30/25
Total Subcontractor Cost							
Other	7/1/21 - 6/30/22	7/1/22 - 6/30/23	7/1/23 - 6/30/24	7/1/24 - 6/30/25	7/1/24 - 6/30/25	7/1/24 - 6/30/25	7/1/21 - 6/30/25
Total Subcontractor Cost							
Total Non DAS Capital & Subcontractor Expenditure							
Total DAS and Non DAS Capital & Subcontractor Expenditure	\$425,355	\$36,467					\$461,822

HSA #4

NCQA Expenditure Detail

DAS NCQA Expenditure	Unit price	Unit	7/1/21 - 6/30/22		7/1/22 - 6/30/23		7/1/23 - 6/30/24		Current				Modification (2/1/2025-6/30/2025)		Revised		(Total)		
Menu planning and nutrition analysis	\$1,061 /set	1.00	\$1,061	\$1,061	\$1,061 /set	1.00	\$1,061	\$1,061 /set	1.00	\$1,061	\$1,061				\$1,061			\$1,061	\$4,244
Kitchen and food service monitoring	\$876	4.00	\$3,504	\$3,504	\$876	4.00	\$3,504	\$876	4.00	\$3,504	\$3,504				\$3,504			\$3,504	\$14,016
Congregate site monitoring	\$294	24.00	\$7,056	\$7,056	\$294	28.00	\$8,232	\$294	28.00	\$8,232	\$8,232				\$8,232			\$8,232	\$30,576
Nutrition education	\$155	24.00	\$3,720	\$3,720	\$155	20.00	\$3,100	\$155	28.00	\$4,340	\$4,340				\$4,340			\$4,340	\$14,880
Nutrition counseling (optional)	/hour				/hour			/hour											
In-service training	\$78.00 /training	4.00	\$312	\$312	\$78.00 /training	4.00	\$312	\$78.00 /training	4.00	\$312	\$312				\$312			\$312	\$1,248
Total DAS NCQA Expenditure			\$15,653	\$15,653			\$16,209			\$17,449					\$17,449			\$64,964	
Non DAS NCQA Expenditure	Unit price	Unit	7/1/21 - 6/30/22		7/1/22 - 6/30/23		7/1/23 - 6/30/24		Current				Modification (2/1/2025-6/30/2025)		Revised		(Total)		
Menu planning and nutrition analysis	\$4.54 /set	1.00	\$5	\$5	\$4.54 /set	1.00	\$5	/set	1.00	\$5	\$	\$			\$5			\$5	\$18
Kitchen and food service monitoring	\$2.85	4.00	\$11	\$11	\$2.85	4.00	\$11		4.00	\$11	\$	\$			\$11			\$11	\$46
Congregate site monitoring	\$0.79	24.00	\$19	\$19	\$0.68	28.00	\$19		28.00	\$19	\$	\$			\$19			\$19	\$76
Nutrition education	\$1.42	24.00	\$34	\$34	\$1.70	20.00	\$34		28.00	\$34	\$	\$			\$34			\$34	\$136
Nutrition counseling (optional)	/hour				/hour			/hour			\$	\$			\$			\$	
In-service training	\$0.25 /training	4.00	\$1	\$1	\$0.25 /training	4.00	\$1	/training	4.00	\$1	\$	\$			\$1			\$1	\$4
Total Non DAS NCQA Expenditure			\$70	\$70			\$70			\$70					\$70			\$70	\$280
Total DAS and Non DAS NCQA Expenditure			\$15,723	\$15,723			\$16,279			\$17,519					\$17,519			\$65,244	
HSA #4																			

APPENDIX F-1 - ANNUAL SITE CHART - CONGREGATE MEALS

OFFICE OF COMMUNITY PARTNERSHIPS

AGENCY: On Lok 30th Street Senior Center MAILING ADDRESS: 225 30th Street San Francisco, CA 94131 DIRECTOR: John Blazek, Executive Director PROGRAM MANAGER: Sandra Rivas, Director of Senior Programs & Operations William Goodness, Nutrition Program Manager								EMAIL: jblazek@onlok.org EMAIL: srivas@onlok.org EMAIL: william.goodness@onlok.org		PHONE NO.: 628-208-8488 PHONE NO.: 415-550-2273 PHONE NO.: 628-345-3529	
Congregate Program Type (ENP or Adults with Disabilities program)	ENP	ENP	ENP	ENP	ENP	ENP	ENP	ENP	Total ALL Sites		
Name of Site	30th Street Senior Center	Bernal Heights Neighborhood Center	Excelsior Senior Center	OMI Senior Center	Adult Day Support SF	Stonestown Senior Center	Mission YMCA				
Address and Zip	225 30th Street 94131	515 Cortland 94110	4468 Mission St 94112	1111 Junipero Serra 94132	52 Broad St 94112	3150 20th Ave 94132	4080 Mission Street 94112	(415) 586-6900			
Phone Number	415-550-2210	415-206-2142	415-206-2140	415-334-5550	415-452-3500	415-242-7118					
Alternate Phone Number											
Neighborhood	Mission/Noe Valley	Bernal Heights	Mission/Excelsior	Ocean/Merced/Ingleside	Ocean/Merced/Ingleside	Sunset/Lake Merced	St. Marys Park				
Supervisory District No.	8	9	11	11	11	7	8				
Bus Line #	J, 24, 36, 14, 49	24, 48	24, 14, 49	M	M, 9	M, 17, 18, 28, 29	14, 49				
Site Manager/Coordinator	Diana Solis	Gloria Reyes	Martha Pienda	Tiffany Huynh	Diane Prell	Miguel Cabezas	Hazel Barry				
Site Hours Open	M-Sat 8:30am-5:00pm Holidays 8:30-9:00am-5pm	9:00am-5pm	9:00 am-5pm	8:30am-2pm	8:30-4:30	7:30am-3:30pm	8:00am-5:00pm				
Additional Programming Offered at the Site	Congregate Meals, HDM, Comm Services, Social Services, Case Mgt	Congregate Meals, Senior Activities, Social Services	Congregate Meals Senior Activities, Social Services, Case Mgt	Congregate Meals, Senior Activities, Comm Services	Adult Day Services, Alzheimer's Day Care Resource Center	Congregate Meals, Senior Activities, Comm. Services	Congregate Meals, Senior Activities, Comm. Services				
Hours of Scheduled Programming (for OCP-funded programs)	Mon-Sat 9am-4pm Holidays 9-2pm	9:00am-3pm	9am-3pm	9am-2pm	10am-3pm	8am-3:30pm	M-F 8:00am-5:00pm				
Days Open for Meal Service	X__Mon__X_Tues X__Wed__X_Thurs X__Fri__X_Sat __Sun	X__Mon__X_Tues X__Wed__X_Thurs X__Fri__Sat __Sun	X__Mon__X_Tues X__Wed__X_Thurs X__Fri__Sat __Sun	X__Mon__X_Tues X__Wed__X_Thurs X__Fri__Sat __Sun	X__Mon__X_Tues X__Wed__X_Thurs X__Fri__Sat __Sun	X__Mon__X_Tues X__Wed__X_Thurs X__Fri__Sat __Sun	X__Mon__X_Tues X__Wed__X_Thurs X__Fri__Sat __Sun	X__Mon__X_Tues X__Wed__X_Thurs X__Fri__Sat __Sun			
Hours of Meal Service	12-1:30pm	12-1pm	11:30am -12:30pm	12-1pm	12-1pm	11:30am -12:30pm	11:30am -12:30pm				
Type of Meal (hot, cold)	Hot	Hot	Hot	Hot	Hot	Hot	Hot				
Vegetarian meal option available	Yes X No	Yes X No	Yes X No	Yes X No	Yes X No	Yes X No	Yes X No				
Offer To-Go Meals?	_x_ Yes ___ No	_x_ Yes ___ No	_x_ Yes ___ No	_x_ Yes ___ No	_x_ Yes ___ No	_x_ Yes ___ No	_x_ Yes ___ No				
Cuisine Type (American, American-Latinx, Chinese, Japanese, Kosher, Russian, etc.)	American	American	American	American	American	American	American				
# Unduplicated Consumers	1,411	190	220	326	24	184	107	2,462			
Number of Meals	54,229	9,715	10,865	22,154	2,698	10,415	4,454	114,530			
# Service Days	313	241	241	249	248	252	58				
Average # meals per day	173	40	45	89	11	41	25	400			
Days Closed (list holidays closed)	Sundays, open holidays	Saturdays, Sunday, 10 holidays: July 4th, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day, New Year's Day, Martin Luther King Day, President's Day, Cesar Chavez Day, Memorial Day	Saturdays, Sunday, 10 holidays: July 4th, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day, New Year's Day, Martin Luther King Day, President's Day, Cesar Chavez Day, Memorial Day	Saturdays, Sunday, 12 holidays: July 4th, Labor Day, Columbus Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve & Day, New Year's Day, Martin Luther King Day, President's Day, Good Friday, Memorial Day	Saturdays, Sunday, 13 holidays: July 4th, Labor Day, Columbus Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve & Day, New Year's Day, Martin Luther King Day, President's Day, Holy Thursday, Good Friday, Memorial Day	Saturdays, Sunday, 9 holidays: July 4th, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve & Day, New Year's Day, Martin Luther King Day, Memorial Day	Saturdays, Sunday, 9 holidays: July 4th, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve & Day, New Year's Day, Martin Luther King Day, Memorial Day				
ADA Accessible	X Yes ___ No	X Yes ___ No	X Yes ___ No	X Yes ___ No	X Yes ___ No	X Yes ___ No	X Yes ___ No				
Site Status Note: (start date for a new site, closure date, or temp closure, etc.)											

Appendix A-4- Services to be Provided
Self Help for the Elderly
 Home-Delivered Nutrition Services for Older Adults

July 1, 2021 - June 30, 2025
 Modification: February 5, 2025

I. Purpose

The purpose of this grant is to provide home-delivered nutrition services for older adults living in the City and County of San Francisco. Home-delivered nutrition services include the provision of nutritious meals, nutrition education, and nutrition risk screening. Home-delivered nutrition services support individuals to live independently in their own homes and communities, help ensure health and well-being through improved nutrition and reduced isolation, and serve as an access point for other home and community-based services.

II. Definitions

Grantee	Self Help for the Elderly
Adult with a Disability	A person 18-59 years of age living with a disability.
At Risk of Institutionalization	To be considered at risk of institutionalization, a person must have, at a minimum, one of the following: 1) functional impairment in a minimum of two Activities of Daily Living (ADL): eating, dressing, transfer, bathing, toileting, and grooming; or 2) a medical condition to the extent requiring the level of care that would be provided in a nursing facility; or 3) be unable to manage his/her own affairs due to emotional and/or cognitive impairment, evidenced by functional impairment in a minimum of three Instrumental Activities of Daily Living (IADLs): preparing meals, managing money, shopping for groceries or personal items, performing housework, using a telephone.
CARBON	Contracts Administration, Reporting, and Billing On-line System.
CCR-Title 22	California Code of Regulations, Title 22, Social Security, Division 1.8. California Department of Aging
CDA	California Department of Aging.
City	City and County of San Francisco, a municipal corporation

Communities of Color	An inclusive term and unifying term for persons who do not identify as White, who have been historically and systemically disadvantaged by institutionalized and interpersonal racism.
CRFC	California Retail Food Code, which is a uniform statewide health and sanitation standard for food facilities. (Sec. 113700 et seq., California Health and Safety Code)
DAS	Department of Disability and Aging Services.
DETERMINE Your Nutritional Health Checklist / DETERMINE Checklist	A screening tool published by the Nutrition Screening Initiative used to identify individuals at nutritional risk. All grantees must use the DETERMINE Checklist to evaluate the nutrition risk status of congregate and home-delivered meal nutrition services participants. http://www.dhs.gov/vi/home/documents/DetermineNutritionChecklist.pdf
DGA/ Dietary Guidelines for Americans	Evidence-based food and beverage recommendations for Americans ages two (2) and older that aim to promote health, prevent chronic disease, and help people reach and maintain a healthy weight. Published jointly every 5 years by the U.S. Department of Health and Human Services (HHS) and the U.S. Department of Agriculture (USDA).
DRI/ Dietary Reference Intakes	Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations.
Disability	Mental, cognitive and/or physical impairments, including hearing and visual impairments, that result in substantial functional limitations in one (1) or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, and self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment. (CCR Title 22 Sec. 7630)
HACCP	Hazard Analysis of Critical Control Point. A systematic approach to the identification, evaluation, and control of food safety hazards. (CCR Title 22 Sec. 7630)

<p>Home-Delivered Nutrition Services/HDM Nutrition Services</p>	<p>The procurement, preparation, transporting and delivery of meals that meet nutrition requirements to eligible consumers who are homebound by reason of illness, disability, or are otherwise isolated, and have no safe, healthy alternative for meals. Home-delivered nutrition services also include initial assessments, annual assessments, and reassessments of consumer eligibility, nutrition education, health promotion, and nutrition risk screening.</p>
<p>HDM Nutrition Services Assessment (Initial and Annual)</p>	<p>An assessment conducted by a qualified staff member in the home of an individual within two weeks of beginning meal service and annually thereafter that documents the need for service and the type of meal appropriate for the participant in their living environment. The assessment covers physiological, socioeconomic, and psychological factors including acute or chronic disease, syndromes or conditions, family/support system and functional ability including activities of daily living (ADL) and instrumental activities of daily living (IADL) which contribute to an individual’s need for meals and other related services. (CCR Title 22 Sec. 7638.3)</p>
<p>LGBTQ+</p>	<p>An acronym/term used to refer to persons who self-identify as non - heterosexual and/or whose gender identity does not correspond to their birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.</p>
<p>Limited English-Speaking Proficiency</p>	<p>Any person who does not speak English well or is otherwise unable to communicate effectively in English because English is not the person’s primary language.</p>
<p>Low-Income</p>	<p>Having income at or below 100% of the federal poverty line as defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services. Eligibility for program enrollment and participation is not means tested. Consumers self-report income status.</p>
<p>Menu Planning and Nutrient Analysis</p>	<p>The development of a menu cycle that adheres to DAS OCP and CDA menu standards and the nutrition requirements of meals. A Registered Dietitian conducts the menu analysis, and the analysis will demonstrate adherence to the menu standards and nutrition requirements of the meals. (CDA Program Memo 12-17 as amended)</p>

Modified Diet	A menu approved by a registered dietitian (RD) that meets the current DGA and adjusts the typical home-delivered meal components to control the intake of certain foods, food textures, and/or nutrients to meet the dietary needs of individuals. Examples include, but are not limited to, low sodium diet, diabetic diet, and mechanical soft diets.
NCQA	Nutrition Compliance and Quality Assurance are components of congregate and home-delivered nutrition services that are programmatically required and include, but are not limited to, actions that ensure food safety, certify menu compliance, provide nutrition education, confirm consumer eligibility, and assess consumers’ physiological, socioeconomic, and psychological well-being as well as need for nutrition and other supportive services. NCQA also includes nutrition counseling performed by a registered dietitian, when feasible and appropriate.
Nutrition Counseling	Provision of individualized advice and guidance to individuals who are at nutritional risk because of their health or nutritional history, dietary intake, medications use, or chronic illnesses about options and methods for improving their nutritional status, performed by a registered dietitian in accordance with Sections 2585 and 2586, Business and Professions Code. (CCR Title 22 Sec. 7630)
Nutrition Education Session	An intervention targeting participants and caregivers that uses information dissemination, instruction, or training with the intent to support food, nutrition, and physical activity choices and behaviors (related to nutritional status) in order to maintain or improve health and address nutrition-related conditions. Content is consistent with the DGA; accurate, culturally sensitive, regionally appropriate, and considers personal preferences; and overseen by a registered dietitian. (CDA Program Memo 21-23)
Nutrition Requirements of Meals	Each meal provided through congregate and home-delivered nutrition services shall adhere to the current Dietary Guidelines for Americans (DGA) and provide a minimum of one-third of the Dietary Reference Intakes (DRI). (CCR Title 22 Sec. 7638.5)
Nutrition Screening	Completion of a nutrition screening checklist by eligible individuals to determine if they are at nutrition risk. A nutrition screening checklist is a federal public information collection requirement in the National Aging Program Information System (NAPIS), found in the Federal Register, Volume 59, No. 188, September 29, 1994. (CCR Title 22 Sec. 7630)

Nutrition Services	The procurement, preparation, transport, and service of meals, nutrition education, nutrition screening, and nutrition counseling, to eligible individuals at congregate sites or in their homes. (CCR Title 22 Sec. 7630)
OCP	Office of Community Partnerships.
OCM	Office of Contract Management, San Francisco Human Services Agency.
OCNP	Older Californians Nutrition Program (previously known as Elderly Nutrition Program, ENP) - Title III C1 and C2. A program that provides nutrition services, as authorized by the Older Americans Act of 1965, as amended, and is provided in accordance with the provision of CCR Title 22, Chapter 4, Article 5, Sec. 7630.
Older Adult	A person who is 60 years of age or older, used interchangeably with the term “senior”.
Reassessment	A reassessment conducted quarterly by qualified staff that documents the need for service. Such reassessment shall be done in the home of the participant at least every six months. (CCR Title 22 Sec. 7638.3) Initial and annual assessments count towards the quarterly reassessment requirement.
Registered Dietitian (RD)/ Registered Dietitian Nutritionist (RDN)	Registered Dietitian or Registered Dietitian Nutritionist: An individual who shall be both: 1) Qualified as specified in Sections 2585 and 2586, Business and Professions Code, and 2) Registered by the Commission on Dietetic Registration.
Senior	A person who is 60 years of age or older, used interchangeably with the term “older adult”.
SF DAS GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service units, run reports, etc.
SF-HSA	Human Services Agency of the City and County of San Francisco.
Socially Isolated	Having few social relationships and few people to interact with regularly.

SOGI	Sexual Orientation and Gender Identity; <i>Ordinance No. 159-16</i> amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve (<i>Chapter 104, Sections 104.1 through 104.9</i>).
Unduplicated Consumer (UDC)	An individual who receives home-delivered nutrition services and their participation is reflected in SF DAS GetCare by the grantee.

III. Target Populations

This program is designed to serve all ethnicities and populations, with focused expertise to promote unique cultural needs which have been identified as demonstrating the greatest economic and social need:

- Persons with low income
- Persons who are socially isolated
- Persons with limited English- Speaking proficiency
- Persons from communities of color
- Persons who identify as LGBTQ+
- Persons at risk of institutionalization

IV. Eligibility for Services

To participate in home-delivered nutrition services, an individual must meet one of the following criteria:

1. An older adult living in the City and County of San Francisco who is homebound due to illness or disability, or is otherwise isolated.
2. A spouse or domestic partner of an older adult enrolled in the program if an assessment by the grantee’s social worker or assessment staff concludes that it is in the best interest of the enrolled older adult.
3. An individual with a disability who resides at home with an enrolled older adult, if an assessment by the grantee’s social worker or assessment staff concludes that it is in the best interest of the enrolled older adult.

Grantee shall give priority to an eligible older adult.

V. Location and Time of Services

The grantee will provide home-delivered nutrition services in the City and County of San Francisco. The grantee, with approval from DAS OCP, will determine the service and delivery times for the provision of home-delivered nutrition services.

VI. Description of Services and Program Requirements

1. Grantee will develop and maintain nutrition policies and procedures that are in compliance with and meet the nutrition and food service standards set forth by California Retail Food Code (CRFC), CCR Title 22, CDA OCNP, and DAS OCP.

Policies and procedures shall also include consumer assessment and reassessment guidelines.

2. Grantee will provide home-delivered nutrition services for older adults and individuals who are determined eligible by the grantee. The provision of services will include the following:
 - i. Enrollment of consumers in home-delivered nutrition services and the delivery of meals to those consumers as indicated in Table A below and in the various neighborhoods and/or districts as indicated in the DAS OCP approved site chart.
 - ii. Provision of home-delivered meals that meet nutritional standards by adhering to the current DGA and offering a minimum of one-third of the DRIs if the grantee provides one meal per day. If the grantee provides two meals per day, the meals must contain at least two-thirds of the DRIs. If the grantee provides three meals per day, the meals must contain 100% of the DRIs. The grantee may not count fractions of meals or snacks cumulatively. Each meal must individually meet one-third of the DRIs. Meals offered may be hot, chilled, or frozen, and be regular or modified meals as approved by DAS OCP.
 - iii. Annual nutrition screenings for each consumer and documentation of individual responses in SF DAS GetCare within one month of obtaining them. Required screenings include a nutritional risk screening using the DETERMINE Checklist and a food security screening. The grantee will refer clients screened at high nutritional risk to the DAS funded citywide nutrition counseling and education program.
3. Grantee will conduct Nutrition Compliance-Quality Assurance (NCQA) as follows:
 - i. Submit for review and approval by DAS OCP, at least one month in advance of use, a minimum of a five-week cycle menu with the required corresponding menu analysis. The registered dietitian (RD) on staff or consultant RD must participate in menu planning and complete the corresponding nutrient analysis. The grantee may seek approval to submit a cycle menu with fewer weeks. DAS OCP will review requests for exceptions and approve if appropriate.
 - ii. Document menu substitutions. The RD on staff or consultant RD must review and approve menu substitutions in advance of their use.
 - iii. Provide a nutrition education session at least once per quarter and a minimum of four (4) times during the fiscal year to consumers participating in services. The grantee may deliver a session in person or via video, audio, online, or the distribution of hardcopy materials. The grantee must report nutrition education sessions in SF DAS GetCare and include the estimated number of participants.
 - iv. Conduct end-of-route home-delivered meal temperature checks every other week per route to ensure the meals maintain temperatures that meet food safety standards during the timeframe of the route. The grantee will document, and keep on file the temperatures for quarterly review by the registered dietitian.
 - v. Monitor the food safety and sanitation of the HDM routes including but not limited to the packing, transporting, and delivery of meals. A qualified staff

member, trained by a food safety manager or RD, may monitor routes, and document and submit the results to the agency within two weeks of the monitoring. The grantee will monitor each HDM route, at minimum, two (2) times per year.

- vi. Conduct and document an on-site HACCP safety and sanitation monitoring of the production kitchen at least once per quarter and a minimum of four times during the fiscal year. The RD on staff or consultant RD must conduct and document the results of the HACCP safety and sanitation monitoring. HACCP monitoring must also include, but is not limited to the review of HDM route temperature checks and monitoring reports.
- vii. Provide orientation and training to all new staff, paid and volunteers, to perform their assigned responsibilities and tasks as described in the CCR Title 22 Regulations Sec. 7636.5. Training, at a minimum, shall include:
 - (1) Food safety, prevention of foodborne illness, and HACCP principles.
 - (2) Accident prevention, instruction on fire safety, first aid, choking, earthquake preparedness, and other emergency procedures.
- viii. In-service for nutrition program staff (e.g. food service and delivery workers) is provided at minimum once per quarter and four (4) times annually as described in the CCR-Title 22 Regulations Sec. 7636.5 and DAS OCP policy memoranda. The grantee will also document, schedule, and conduct in-service trainings in a timely manner when there are monitoring findings. A registered dietitian (RD) must review and approve an annual in-service training plan and the training curriculum for nutrition program staff.
- ix. Conduct initial in-home assessments by qualified staff to evaluate a consumer's eligibility for program enrollment within two weeks of starting meal service. During the assessment, the grantee will provide participants with a welcome packet and program information as described in DAS OCP policy memoranda. The welcome packet will include at minimum, the following information: a meal delivery schedule, sample menu, written instructions for handling and reheating meals, voluntary contribution policy and collection procedures, directions on how to request a change in meal delivery, grievance policy, and information on how to request assistance, if needed. The welcome packet at minimum must be available in the language of the majority of the program participants.
- x. Conduct in-home assessments annually to evaluate a consumer's eligibility for continued program enrollment. Qualified staff must complete the annual assessment, document the need for service, and evaluate function and ability as described in DAS OCP policy memoranda.
- xi. Conduct quarterly reassessments to determine a consumer's eligibility for continued program enrollment. The grantee shall conduct quarterly reassessments as described in DAS OCP policy memoranda. The grantee must conduct at least one quarterly assessment in the home of the consumer. A trained HDM program driver or volunteer may complete a quarterly reassessment in person or by phone.

4. Grantee will ensure the suggested voluntary contribution per meal complies with DAS OCP policy memoranda including an approval by the grantee’s board of directors.
5. Grantee will administer an annual consumer satisfaction survey using a survey tool approved by DAS OCP. The grantee will share the survey results with DAS OCP by March 15 each grant year or on a mutually agreed upon date between OCP and the grantee. At minimum, the completed number of surveys shall be a sample size of at least forty percent (40%) of the enrolled unduplicated consumer.
6. Grantee will have a qualified manager on staff who conducts the day-to-day management and administrative functions of the nutrition program. The grantee will ensure the manager on staff possesses a food safety manager certification and has the required qualifications as described in CCR Title 22 Sec. 7636.3 and DAS OCP policy memoranda.
7. Grantee will ensure there is a sufficient number of qualified staff, paid and/or volunteer, with the appropriate education, experience, and cultural competency to carry out the requirements of the program and deliver quality services to meet the needs of the consumers.
8. Grantee will attend in-service trainings and nutrition meetings coordinated and provided by DAS OCP, and share the information with their staff and volunteers as needed.
9. Grantee shall follow guidance or instructions from the Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH), and local health departments related to the provision of services in the community. If there are contradictory requirements between the most current CDC, CDPH, and local health department guidance or health orders, providers should follow the strictest requirements. The grantee shall follow the requirements with the intent to maximize the health and safety of their staff and clients receiving services

VII. Service Objectives

1. Grantee will enroll at minimum the number of unduplicated consumers and provide the units of service detailed in Table A below:

Table A	FY 21/22	FY 22/23	FY 23/24	FY 24/25
Number of Unduplicated Consumers (UDC)	486	371	371	371
Modification 1	494	276	276	276
Modification 2	0	0	0	0
Modification 3		+405	+106	+106
Modification 4		0	0	0
Modification 5			167	37
Modification 6			0	0

Modification 7				+150
Revised UDC	980	1,052	920	940
Number of Meals	146,000	111,361	111,361	111,361
Modification 1	70,361	36,818	36,818	36,818
Modification 2	-2,953	0	0	0
Modification 3		+92,971	+23,320	+23,320
Modification 4		+5,714	0	0
Modification 5			+57,153	+25,352
Modification 6			-5,217	0
Modification 7				+9,807
Revised Number of Meals	213,408	246,864	223,435	206,658

VIII. Outcome Objectives

1. Consumers report increased consumption of fruits, vegetables, and/or whole grains. Target: 75%.
2. Consumers feel less worried about getting enough food to meet their needs. Target: 85%.
3. Consumers rate the quality of meals they received as excellent or good. Target: 85%.

Based on a consumer survey and a sample size of at least forty percent (40%) of the enrolled unduplicated consumer.

IX. Reporting and Other Requirements

1. Grantee will enroll eligible consumers into the program funded through this grant agreement by entering the consumer data obtained from consumers using the DAS OCP approved HDM intake form, which includes the annual nutrition risk screening and the food security screening, into the SF DAS GetCare database in accordance to DAS OCP policy memorandum.
2. Grantee will enter into the SF DAS GetCare Service Unit section all service objectives by the 5th working day of the month for the preceding month.
3. Grantee will enter monthly reports and metrics into the CARBON database system by the 15th of the following month that includes the following information:
 - Number of unduplicated consumers served
 - Number of meals prepared and delivered
 - Number nutrition compliance units provided
4. Grantee will submit HACCP monitoring reports of the production kitchen and congregate sites to DAS OCP once per quarter. Quarterly reports due Oct. 15; Jan. 15; April 15; and June 15.
5. Grantee will enter the annual outcome objective metrics identified in Section VIII of the Appendix A in the CARBON database by the 15th of the month following the end of the program year.

6. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to HSA no later than July 31 each grant year. Grantee must submit the report in the CARBON system.
7. Grantee shall develop and deliver bi-annual summary reports of SOGI data collected in the year as requested by SF-HSA, DAS, and OCP. The due dates for submitting the bi-annual summary reports are July 10 and January 10.
8. Grantee shall develop and deliver ad hoc reports as requested by SF-HSA, DAS, and OCP.
9. Grantee program staff will complete the California Department of Aging (CDA) Security Awareness Training on an annual basis. The grantee will maintain evidence of staff completion of this training.
10. Grantee shall be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules to the extent applicable.
11. Grantee will develop a grievance policy consistent with DAS OCP policy memorandum.
12. Grantee will assure that services delivered are consistent with professional standards for this service.
13. Pursuant to California Department of Aging Requirement, Grantor reserves the right to reduce funding available for this contract in the event that actual costs are below funding levels initially budgeted for the delivery of services.
14. Through the Older Americans Act Area Plan development process, the City of San Francisco identifies “Focal Points” which are designed to help older adults connect to services throughout the City. These Focal Points are:

Name	Address	Phone
Western Addition Senior Center	1390 1/2 Turk St, San Francisco, 94115	415-921-7805
Bayview Senior Connections	1753 Carroll Ave, San Francisco, 94124	415-647-5353
OMI Senior Center	65 Beverly St, San Francisco, 94132	415-334-5558
Richmond Senior Center	6221 Geary Blvd, San Francisco, 94121	415.404.2938
Mission Neighborhood Centers	362 Capp St, San Francisco, 94110	415-653-5750
30th Street Senior Center	225 30th St, San Francisco, 94131	415-550-2225
Openhouse Bob Ross LGBT Senior Center	65 Laguna St, San Francisco, 94102	415-347-8509
Downtown SF Senior Center	481 O’Farrell St, San Francisco, 94102	415-202-2982
Aquatic Park Senior Center	890 Beach St, San Francisco, 94109	415-202-2982
Self-Help for the Elderly	601 Jackson St, San Francisco, 94133	415-677-7585
Geen Mun Activity Center	777 Stockton St, San Francisco, 94108	415-438-9804
South Sunset Activity Center	2601 40th Ave, San Francisco, 94116	415-566-2845
West Portal Clubhouse	131 Lenox Way, San Francisco, 94127	628-502-0828
Toolworks	25 Kearny St, San Francisco, 94108	415-733-0990
Independent Living Resource Center San Francisco	825 Howard Street, San Francisco, 94103	415 543-6222
DAS Benefits and Resource Hub	2 Gough St, San Francisco, 94103	415-355-6700

15. For assistance with reporting and contract requirements, please contact:

Tiffany Kearney
Program Analyst & Lead Nutritionist
DAS OCP
Tiffany.Kearney@sfgov.org

and

Tahir Shaikh
Contract Manager
HSA OCM
email: Tahir.Shaikh@sfgov.org

X. Monitoring Activities

1. Nutrition Program Monitoring: Program monitoring will include review of compliance to specific program standards or requirements; client eligibility and targeted mandates, back up documentation for the units of service and all reporting, and progress of service and outcome objectives; how participant records are collected and maintained; reporting performance including monthly service unit reports on SF DAS GetCare, maintenance of service unit logs; agency and organization standards, which include current organizational chart, evidence of provision of training to staff regarding the Elder Abuse Reporting; evidence of provision of the California Department of Aging (CDA) Security Awareness training to staff; program operation, which includes a review of a written policies and procedures manual of all DAS OCP-funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation are current according to the site chart; a board of directors list and whether services are provided appropriately according to Sections VI and VII, the log of service units which are based on the hours of scheduled activities; sign-in sheets of consumers who participated in each activity; documentation that shows reported units of service are based on scheduled activities at the site, not activities that are always available at the facility such as cards or pool; translation and social services are based on staff hours.
2. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of the Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, MOUs, the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

**HUMAN SERVICES AGENCY BUDGET SUMMARY
BY PROGRAM**

Name SELF-HELP FOR THE ELDERLY							
(Check One) New <input type="checkbox"/> Renewal <input type="checkbox"/> Modification <input checked="" type="checkbox"/>							
If modification, Effective Date of Mod. . . . No. of Mod. . . .							
Emergency							
Budget Reference Page No.(s)	REV BUDGET	REV BUDGET	REV BUDGET	REV BUDGET	Modification	REV BUDGET	
Program Term	FY 21/22	FY 22/23	FY 23/24	FY 24/25	2/1/25-6/30/2025	FY 24/25	Total
Annual # Meals Contracted	213,408	246,864	223,435	196,851	9,807	206,658	890,365
DAS Expenditures							
Salaries & Benefits	\$583,185	\$618,869	\$637,414	\$856,760	\$132,216	\$988,976	\$2,828,444
Operating Expenses	\$1,026,628	\$1,568,817	\$1,467,056	\$1,424,921	\$265,581	\$1,690,502	\$5,753,003
Subtotal	\$1,609,813	\$2,187,686	\$2,104,470	\$2,281,681	\$397,797	\$2,679,478	\$8,581,447
Indirect Percentage (%)							10.00%
Indirect Cost	\$160,981	\$218,768	\$209,906	\$228,168	\$39,780	\$267,948	\$857,603
Capital/Subcontractor Expenditures	\$456,528	\$353,300	\$177,660			\$16,811	\$1,004,299
NCQA Expenditures	\$246,177	\$288,859	\$288,345	\$250,291	\$9,771	\$260,062	\$1,083,443
Total DAS Expenditures	\$2,473,499	\$3,048,613	\$2,780,381	\$2,760,140	\$464,159	\$3,224,299	\$11,526,792
Non DAS Expenditures							
Salaries & Benefits	\$250,720	\$652,787	\$654,493	\$474,294	\$93,671	\$567,965	\$2,125,945
Operating Expenses	\$267,995	\$60,460	\$110,666	\$188,743	(\$182,629)	\$6,114	\$445,235
Capital/Subcontractor Expenditures							
NCQA Expenditures							
Total Non DAS Expenditures	\$518,715	\$713,227	\$765,159	\$663,037	(\$88,958)	\$574,079	\$2,571,180
TOTAL DAS AND NON DAS EXPEDITURES	\$2,992,214	\$3,761,840	\$3,545,540	\$3,423,177	\$375,201	\$3,798,378	\$14,097,972
DAS Revenues							
Meals- General Fund	\$1,117,210	\$870,843	\$870,843	\$870,843		\$870,843	\$3,729,739
Meals- State Fund							
Transfer Funds from Cong-Meal ENP to increase HDM Meal Rates			\$177,660				\$177,660
Reduced HDM Meals by 5,217			(\$54,053)				(\$54,053)
OTO	\$100,000						\$100,000
CODB 21/22	\$61,994	\$61,994	\$61,994	\$61,994		\$61,994	\$247,976
MCO 21/22	\$7,697	\$7,697	\$7,697	\$7,697		\$7,697	\$30,788
Dignity Fund & Allocation Plan 21/22	\$252,000	\$252,000	\$252,000	\$252,000		\$252,000	\$1,008,000
OTO Meals FY 21/22	\$331,893						\$331,893
OTO 3/17/22	\$199,656	\$174,300					\$373,956
Additional Meals FY22/23-FY24-25		\$58,746	\$58,746	\$58,746		\$58,746	\$176,238
OTO 6.24.22	\$156,872						\$156,872
NCQA Fund	\$246,177	\$143,329	\$143,329	\$143,329		\$143,329	\$676,164
CODB 4% FY22-23		\$59,168	\$59,168	\$59,168		\$59,168	\$177,504
Additional Meals FY22/23		\$784,675	\$206,155	\$206,155		\$206,155	\$1,196,985
NCQA Additional Funding FY 22/23		\$145,530	\$68,651	\$68,651		\$68,651	\$282,832
OTO FY 22/23		\$179,000					\$179,000
OTO FY 22/23; 23/24; 24/25		\$255,619	\$120,049	\$120,049		\$120,049	\$495,717
OTO FY22/23		\$55,712					\$55,712
OTO FY 23/24 Meals			\$659,224	\$341,128		\$341,128	\$1,000,352
CODB 3.5% FY 23/24			\$72,553	\$61,593		\$61,593	\$134,146
NCQA 23/24			\$76,365	\$38,311		\$38,311	\$114,676
Meal Rate Adjustment				\$470,476		\$470,476	\$470,476
Meal Adjustment Rate FY24/25					\$331,697	\$331,697	\$331,697
OTO FY 24/25					\$36,877	\$36,877	\$36,877
CODB FY24/25 @ 2.5%					\$69,003	\$69,003	\$69,003
OTO FY 24/25					\$16,811	\$16,811	\$16,811
NCQA FY 24/25					\$9,771	\$9,771	\$9,771
Total DAS Revenue	\$2,473,499	\$3,048,613	\$2,780,381	\$2,760,140	\$464,159	\$3,224,299	\$11,526,792
PER MEAL COST, DAS	\$8.30	\$9.08	\$11.15	\$12.75	\$47.33	\$14.26	\$11.48
PER MEAL COST (with NCQA), DAS	\$11.59	\$12.35	\$12.44	\$14.02	\$47.33	\$15.60	\$12.95
Non DAS Revenues							
Project Income	\$35,272	\$17,216	\$40,580	\$40,567	(\$9,568)	\$30,999	\$124,067
Agency Cash- Fundraising	\$483,443	\$696,011	\$724,579	\$622,470	(\$79,390)	\$543,080	\$2,447,113
Agency In-kind Volunteer							
NCQA Revenue							
Total Non DAS Revenue	\$518,715	\$713,227	\$765,159	\$663,037	(\$88,958)	\$574,079	\$2,571,180
PER MEAL COST, Non DAS	\$2	\$3	\$3	\$3	(\$9)	\$3	\$3
PER MEAL COST (with NCQA), Non DAS	\$2	\$3	\$3	\$3	(\$9)	\$3	\$3
TOTAL DAS AND NON DAS REVENUE	\$2,992,214	\$3,761,840	\$3,545,540	\$3,423,177	\$375,201	\$3,798,378	\$14,097,972
PER MEAL COST, Total							\$14
PER MEAL COST (with NCQA), Total							\$16
Full Time Equivalent (FTE)							304.00
Prepared by: Leny Nair, Gladys Lim							Date: 1/23/2025
HSA-CO Review Signature:							
HSA #1							10/25/2016

Program: Home-delivered meals for (X) older adults, () adults with disabilities or () emergency (Same as Line 11 on HSA #1)											Appendix B-4, Page 2 1/23/2025	
Salaries & Benefits Detail												
Revised Budgeted Salary												
DAS Salaries & Benefits												
Position Title	Name	Agency Totals		HSA Program		FY 21/22	FY 22/23	FY 23/24	FY 24/25	2/1/2025-6/30/2025	FY 24/25	FY 24/25
		Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Revised Budgeted Salary	Revised Budgeted Salary	Revised Budgeted Salary	Revised Budgeted Salary	Modifications	Revised Budgeted Salary	TOTAL
Contracts Manager	Fred Wong	\$62,395	1.00	40.00%	0.40	\$2,999	\$24,820					\$27,819
HDM Coordinator/Community	Xiao/Thomas Ch	\$56,784	1.00	100.00%	1.00	\$6,152				\$45,968	\$10,816	\$65,936
HDM Driver	Jianwei Ye	\$45,760	1.00	77.00%	0.77	\$29,640	\$36,192					\$65,832
HDM Driver	Fu Tak Ho	\$44,720	1.00	75.00%	0.75	\$38,480	\$19,180	\$24,882			\$30,131	\$116,082
HDM Driver	Ping Hui	\$44,720	1.00	75.00%	1.00	\$19,240	\$19,240	\$15,606			\$27,674	\$87,626
HDM Driver	Qihui Li	\$44,720	1.00	75.00%	0.75	\$19,240	\$18,810	\$10,944			\$32,091	\$82,534
HDM Driver	Sieu The Luong	\$44,720	1.00	75.00%	0.75	\$18,200	\$18,200	\$32,332			\$33,596	\$102,328
HDM Driver	Wayland Leung	\$44,720	1.00	75.00%	0.75	\$18,200	\$15,456	\$14,746			\$17,550	\$81,942
HDM Driver	Kuan Fu Lin	\$45,760	1.00	75.00%	0.75	\$19,200	\$12,894	\$27,504			\$31,942	\$93,918
HDM Driver	GUO, ZEXIONG	\$38,230	1.00	29.00%	0.29		\$11,087					\$11,087
HDM Driver	LIANG, SHI TING	\$43,680	1.00	75.00%	0.75		\$8,593			\$17,049	15,711	\$32,760
HDM Driver	Zhen Zhuo Yong	\$42,120	1.00	75.00%	0.75			\$10,000		\$21,562	10,028	\$31,590
HDM Driver	Zhong, Liangheng	\$43,680	1.00	75.00%	0.75			\$15,294		\$26,576	6,184	\$32,760
HDM Driver	Yuzone Peng	\$42,120	1.00	50.00%	0.50			\$20,502				\$20,502
HDM Manager	Stephen Ngan	\$69,557	1.00	1.00%	1.00	\$2,498	\$48,807	\$48,807	\$60,794		\$7,763	\$168,667
HDM Program Assistant	Wu Zhaoji	\$47,840	1.00	1.00%	1.00	\$45,032	\$47,840	\$42,588			\$43,231	\$163,300
HDM Supervisor	Yemel Lu	\$48,880	1.00	1.00%	1.00	\$25,532	\$39,004	\$37,554	\$40,779		\$8,101	\$150,970
HDM Worker	Xiaohua Li	\$42,224	1.00	67.00%	0.67	\$17,732						\$17,732
HDM Worker	Yingna Chen	\$42,120	1.00	65.00%	0.65	\$17,732	\$30,024	\$12,910		\$17,173	\$10,205	\$88,044
HDM Worker	Jiaping Dong	\$40,144	1.00			\$17,732						\$17,732
HDM Worker	Xue Qun Chen	\$40,144	1.00	2.00%	0.02	\$17,732	\$827					\$18,559
HDM Worker	Caiyi Zhao	\$40,144	1.00			\$17,732						\$17,732
HDM Worker	Wei Cheng He	\$42,120	1.00	65.00%	0.65	\$17,732	\$26,329	\$21,738		\$26,329	\$1,049	\$27,378
HDM Worker	Meixiao Zhong	\$43,680	1.00	65.00%	0.65	\$17,732	\$26,045	\$26,045		\$26,713	\$1,679	\$88,214
HDM Worker	Cai Lian Wu	\$40,144	1.00	70.00%	0.70	\$17,732	\$26,881	\$16,881				\$61,494
HDM Worker	Kam Yuen Fung	\$43,680	1.00			\$12,058	\$17,965	\$22,925				\$52,948
HDM Worker	Wong, Chau Ngo	\$42,120	1.00	65.00%	0.65			\$20,864	\$38,163	(\$10,785)	\$27,378	\$48,242
HDM Worker	Jiali/Li, Yanna	\$42,120	1.00	65.00%	0.65			\$16,520	\$23,818		\$27,378	\$43,898
HDM Worker	Li Qixiu	\$42,120	1.00	65.00%	0.65			\$20,168	\$18,051		\$9,327	\$47,546
HDM Worker	Feng, Shuhua	\$42,120	1.00	65.00%	0.65			\$19,670	\$17,048		\$10,330	\$47,048
Nutrition Director	Karen Lam	\$95,000	1.00	20.00%	0.20	\$10,118	\$6,921	\$19,000	\$19,000	(\$19,000)		\$36,039
Nutrition Manager	Oliver	\$104,000	1.00	10.00%	0.10	\$18,128	\$11,333	\$19,000	\$19,000			\$48,461
Transportation Dispatcher	Albert Wong	\$50,710	1.00	61.00%	0.61	\$17,438	\$30,938	\$5,325	\$5,325		\$5,325	\$59,026
Totals		\$1,601,996	33.00	1659.00%	19.81	\$447,009	\$496,386	\$502,795	\$639,563	\$98,669	\$738,232	\$2,184,422
Fringe Benefits Rate		30.00%				30%	25%		34%	34%	34%	
Employee Fringe Benefits		\$480,599				\$136,176	\$122,483	\$134,619	\$217,197	\$33,547	\$250,744	\$644,022
Total DAS Salaries and Benefits		\$2,082,595				\$583,185	\$618,869	\$637,414	\$856,760	\$132,216	\$988,976	\$2,828,444
Non DAS Salaries & Benefits												
Position Title	Name	Agency Totals		HSA Program		FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 24/25	FY 24/25	Total
		Time Salary for FTE	Total FTE	% FTE funded by HSA	Adjusted FTE	Revised Budgeted Salary	Revised Budgeted Salary	Revised Budgeted Salary	Revised Budgeted Salary	Modifications	Revised Budgeted Salary	Revised Budgeted Salary
Contracts Manager	Fred Wong	\$59,987	1.00			\$26,999						\$26,999
HDM Driver	Xiao Yan Zhu	\$44,720	1.00	75.00%	0.75	\$4,810	\$31,913	\$16,913	\$27,203	\$ 6,337	\$33,540	\$87,176
HDM Driver	Wing Chuen Aze	\$36,400	1.00			\$4,550						\$4,550
HDM Driver	Yimhua Lu	\$44,720	1.00	75.00%	0.75	\$4,550	\$28,721	\$15,214	\$27,328	\$ 6,212	\$33,540	\$82,026
HDM Driver	Yongwen Liang	\$36,400	1.00			\$4,550						\$4,550
HDM Driver	Ting Hou U	\$36,400	1.00			\$4,550						\$4,550
HDM Driver	XU, QINGQUAN	\$43,680	1.00	75.00%	0.75	\$17,658	\$17,658	\$25,072		7,888	\$32,760	\$68,076
HDM Driver	YU, SHAOJIAN	\$43,680	1.00	75.00%	0.75	\$26,590	\$11,590	\$27,828		4,931	\$32,760	\$70,940
HDM Driver	ZHOU, RONG	\$44,720	1.00	75.00%	0.75	\$19,300	\$17,778				\$33,540	\$70,616
HDM Driver	WU, HUIA QIAN	\$38,230	1.00	17.00%	0.17	\$6,638	\$6,638					\$13,276
HDM Driver	WU, SHUPEI	\$42,600	1.00	38.00%	0.38	\$15,385	\$28,759					\$44,144
HDM Driver	Zhao, Li Ren	\$40,146	1.00				\$4,915					\$4,915
HDM Driver	LIN, RONGJUAN	\$43,680	1.00	75.00%	0.75		\$18,126	\$18,126	\$21,311	\$ 11,449	\$32,760	\$69,012
HDM Driver	LIU, ZHENJIAN	\$38,230	1.00	42.00%	0.42		\$16,064	\$16,064				\$32,128
HDM Driver	SITU, CHUMING	\$44,720	1.00	71.00%	0.71		\$31,541				\$11,541	\$43,082
HDM Driver	GUO, ZEXIONG	\$38,230	1.00					\$11,087				\$11,087
HDM Driver	LIANG, SHI TING	\$38,230	1.00					\$8,593				\$8,593
HDM Program Assistant	Kaixin Huang	\$41,600	1.00	99.00%	0.99	\$4,433	\$41,166	\$41,166				\$86,765
HDM Program Assistant	Jun Bin Xiao	\$47,840	1.00			\$45,760						\$45,760
HDM Worker	Guoliang Yang	\$43,680	1.00	65.00%	0.65	\$4,433	\$31,154	\$32,038	\$27,327	\$1,065	\$28,392	\$96,017
HDM Worker	Lizhen Ou	\$43,680	1.00	65.00%	0.65	\$4,680	\$20,835	\$37,000	\$27,722	\$670	\$28,392	\$90,907
HDM Worker	Xiao Ling Zhu	\$44,200	1.00	65.00%	0.65	\$4,680	\$25,729	\$25,729	\$28,712	\$18	\$28,730	\$84,868
HDM Worker	Kam Yuen Fung	\$42,120	1.00	65.00%	0.65	\$4,433	\$27,922	\$27,922		(\$544)	\$27,378	\$31,811
HDM Worker	Xiaohua Li	\$36,067	1.00									\$36,067
HDM Worker	Yingna Chen	\$36,067	1.00									\$36,067
HDM Worker	Jiaping Dong	\$36,067	1.00			\$10,002						\$10,002
HDM Worker	Xue Qun Chen	\$36,067	1.00	2.00%	0.02		\$827					\$827
HDM Worker	Caiyi Zhao	\$36,067	1.00									\$36,067
HDM Worker	Wei Cheng He	\$36,067	1.00									\$36,067
HDM Worker	Meixiao Zhong	\$40,146	1.00					\$16,018				\$16,018
HDM Worker	Cai Lian Wu	\$40,146	1.00					\$16,018				\$16,018
HDM Worker	Carmen Cai	\$42,120	1.00	65.00%	0.65	\$27,050	\$21,760	\$12,950	\$14,642	\$12,736	\$27,378	\$89,138
HDM Worker	GUAN, HUIXIAN	\$42,120	1.00	65.00%	0.65		\$22,249	\$22,249	\$28,707	(\$1,329)	\$27,378	\$71,876
HDM Worker	HUANG, JINQUAN	\$38,230	1.00	24.00%	0.24		\$9,087	\$7,096				\$16,183
HDM Worker	KUANG, XIAOHUA	\$38,230	1.00	20.00%	0.20		\$7,616	\$7,616				\$15,232
HDM Worker	LI, JUFEN	\$42,120	1.00	51.00%	0.51		\$19,685	\$20,246				\$39,931
HDM Worker	LI, WEIFENG	\$38,230	1.00	16.00%	0.16		\$6,117	\$6,117				\$12,234
HDM Worker	LI, XING CHUN	\$42,120	1.00	65.00%	0.65		\$25,420	\$14,746	\$28,590	(\$1,212)	\$27,378	\$67,544
HDM Worker	LIANG, JIECHANG	\$42,120	1.00	65.00%	0.65		\$26,164	\$14,186	\$29,334	(\$1,956)	\$27,378	\$87,728
HDM Worker	TANG, MABEL L	\$40,146	1.00	17.00%	0.17		\$6,690	\$6,690				\$13,380
Nutrition Director	Alex Tan	\$92,700	1.00	10.00%	0.10	\$9,270	\$9,270					\$27,810
Program Assistant	WU, ZHAOJI	\$44,784	1.00	47.00%	0.47		\$18,016	\$36,084				\$54,100
Program Coordinator	Thomas Wong	\$51,813	1.00	28.00%	0.28	\$48,880	\$14,348	\$14,348				\$77,576
Registered Dietitian	Siow, Kuan Yan	\$104,000	1.00	45.00%	0.45			\$6,500	\$13,000	(\$13,000)		\$6,500
Totals		\$1,828,613	43.00	1467.00%	14.67	\$186,631	\$518,069	\$514,893	\$354,699	\$66,605	\$421,304	\$1,640,897
Fringe Benefits Rate		30.00%				34%	26%		34%	34%	34%	
Employee Fringe Benefits		\$548,584				\$64,089	\$134,698	\$139,600	\$119,595	\$27,066	\$146,661	\$485,048
Total Non DAS Salaries and Benefits		\$2,377,197				\$260,720	\$662,767	\$654,493	\$474,294	\$95,671	\$567,965	\$2,125,945
Total DAS and Non DAS Salaries and Benefits		\$4,459,792				\$843,905	\$1,281,636	\$1,291,907	\$1,331,054	\$227,887	\$1,556,941	\$4,954,389

HSA #2

10/25/2016

Program: Home-delivered meals for (X) older adults, () adults with disabilities or () emergency
 (Same as Line 11 on HSA #1)

Appendix B-4, Page 3
 1/23/2025

Operating Expense Detail							
	Revised Ops Budget			REVISIED OPS BUDGET	Modifications	REVISIED OPS BUDGET	Total
Annual # Meals Contracted	FY 21/22	FY 22/23	FY 23/24	FY 24/25	2/1/2025-6/30/2025	FY 24/25	
	213,408	246,864	223,435	196,851	9,807	206,658	890,365
DAS Operating Expenses							
<i>Expenditure Category</i>							
Rental of Property	\$573	\$36,327	\$86,223	\$35,319	\$89,518	\$124,837	\$247,960
Utilities (Elec, Water, Gas, Phone, Garbage)		\$486	\$16,400	\$20,822	\$5,000	\$25,822	\$42,708
Office Supplies, Postage							
Building Maintenance Supplies and Repair				\$5,000		\$5,000	\$5,000
Printing and Reproduction							
Insurance(General)		\$4,000	\$19,827	\$19,827	(\$12,000)	\$7,827	\$31,654
Staff Training				\$300		\$300	\$300
Staff Travel-(Local & Out of Town)				\$500		\$500	\$500
Rental of Equipment					\$3,000	\$3,000	\$3,000
Food Cost							
Raw Food <i>per meal \$0.34</i>	\$61,103	\$53,346	\$53,799	\$55,118	\$14,526	\$69,644	\$237,892
HDM Food Svc Supplies <i>per meal \$0.58</i>	\$61,103	\$51,880	\$101,816	\$55,118	\$64,744	\$119,862	\$334,661
Catered Meals <i>per meal \$6.06</i>	\$894,600	\$1,395,278	\$1,168,991	\$1,192,917	\$59,430	\$1,252,347	\$4,711,216
Consultant							
<i>Consultant A</i>							
Other							
Vehicle Expenses	\$9,249	\$27,500			\$18,592	\$18,592	\$55,341
Vehicle Repairs & Maint			\$20,000	\$40,000	(\$20,000)	\$20,000	\$40,000
Auto Insurance					\$42,771	\$42,771	\$42,771
Total DAS Operating Expenses							
	\$1,026,628	\$1,568,817	\$1,467,056	\$1,424,921	\$265,581	\$1,690,502	\$5,753,003
Non DAS Operating Expenses							
<i>Expenditure Category</i>							
Rental of Property	\$42,584	\$7,257	\$33,777	\$68,227	(\$68,227)		\$83,618
Utilities (Elec, Water, Gas, Phone, Garbage)	\$1,796	\$1,200	\$1,200	(\$1,136)		(\$1,136)	\$3,060
Office Supplies, Postage	\$892	\$500	\$500	\$500		\$500	\$2,392
Building Maintenance Supplies and Repair							
Printing and Reproduction			\$4,000	\$3,000		\$3,000	\$7,000
Insurance	\$7,923	\$23,572	\$23,572	\$8,000	(\$8,000)		\$55,067
Staff Training	\$250	\$250	\$250	\$250		\$250	\$1,000
Staff Travel-(Local & Out of Town)	\$250	\$250	\$250	\$250		\$250	\$1,000
Rental of Equipment				\$1,500		\$1,500	\$1,500
Food Cost							
Raw Food <i>per meal \$0.02</i>				\$3,937	(\$3,937)		
HDM Food Svc Supplies <i>per meal</i>				\$33,465	(\$33,465)		
Catered Meals <i>per meal \$0.80</i>	\$172,541		\$2,186				\$174,727
Consultant							
<i>Consultant A</i>							
Other							
Recruitment Exp	\$2,000	\$2,000	\$2,000	\$2,000	(\$1,500)	\$500	\$6,500
Auto & General Insurance	\$24,218	\$25,244	\$25,244	\$40,000	(\$40,000)		\$74,706
Vehicle Expenses	\$14,000		\$17,500	\$27,500	(\$27,500)		\$31,500
Bank Charges	\$187	\$187	\$187	\$1,250		\$1,250	\$1,811
Taxes & Fees	\$1,354						\$1,354
Total Non DAS Operating Expenses							
	\$267,995	\$60,460	\$110,666	\$188,743	(\$182,629)	\$6,114	\$445,235
Total DAS and Non DAS Operating Expenses							
	\$1,294,623	\$1,629,277	\$1,577,722	\$1,613,664	\$82,952	\$1,696,616	\$6,198,238
HSA #3							10/25/2016

Program: Home-delivered meals for (X) older adults, () adults with disabilities or () emergency
 (Same as Line 11 on HSA #1)

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 6/24/2022

Capital & Subcontractor Expenditure Detail

DAS Capital Expenditure

OTO

Equipment (Qty)	FY 21/22	FY 22/23	OTO	FY 22/23	FY 23/24	FY 24/25	Total
TOYOTA SIENNA HYBRID (2 @ \$50,000)	\$100,000						\$100,000
Thermal Bags	\$6,300						\$6,300
Foldable Carts	\$420						\$420
Stainless Steel Food Carts	\$1,400						\$1,400
Work Gloves	\$350						\$350
Back Support Belts	\$900						\$900
Rain Jackets	\$1,500						\$1,500
Vaccum Cleaner	\$320						\$320
Car Dash Cam	\$1,400						\$1,400
Car Seat Covers	\$1,750						\$1,750
Back-up Jump Battery	\$100						\$100
Desktop Computer	\$2,400						\$2,400
Monitor	\$600						\$600
Laptop	\$4,000						\$4,000
Heated Cabinet (warmer)	\$8,000						\$8,000
Utility Cart	\$600						\$600
File Cabinet	\$1,400						\$1,400
Walk-in Freezer							
Walk-in Refrigerator	\$8,000						\$8,000
Rent	\$45,900	\$91,800		\$91,800			\$137,700
Refrigerator / Freezer Thermometers	\$16						\$16
Work Tables	\$1,400						\$1,400
Steam table	\$5,000						\$5,000
3-Compartment Sink w/plumbing and Grease	\$9,800						\$9,800
Reception and Office Desk with chairs	\$4,500						\$4,500
Internet Setup	\$1,600						\$1,600
Signage	\$500						\$500
Microwave	\$600						\$600
All-in-one printer	\$400						\$400
Security Cameras	\$8,000						\$8,000
New Vehicles	\$82,500	\$82,500		\$82,500			\$165,000
Steam Table for HDM Dist Center, Unit D Burke St			\$3,000	\$3,000			
Reach-in Refrigerator for HDM Dist Center			\$8,500	\$8,500			
Reach-in Freezer for HDM Dist Center			\$9,500	\$9,500			
Tray sealer/food Packaging Machine-HDM Dist Center			\$25,000	\$25,000			
Electric/Hybrid HDM Delivery Van			\$120,000	\$120,000			
Adult and Pediatric First Aid/CPR/AED Training							
Back Support Belts							
Car Camera w/ memory card							
Desktop Computer							
Electric Thermal Bag							
Fans							
File Cabinet (4/2-drawer)							
Hand Truck							
Key Cabinet							
Laptop							
Milk Delivery Bag Cooler Bags							
Monitor							
Office Chair							
Portable speaker system and microphones							
Rain Jackets							
Reach-in Freezer							
Storage Cabinet							
TV							
Under-desk File Cabinet							
Electric Thermal Bag						\$4,600	\$4,600
Ice Packs						\$1,050	\$1,050
Work Gloves						\$300	\$300
Delivery Trolleys						\$1,500	\$1,500
Coreless Portable Pressure Washer with bucket						\$1,360	\$1,360
Office Chairs						\$603	\$603

Adobe Acrobat Pro						\$348	\$348
Camera and headset for conference						\$350	\$350
Electric Pallet Jack						\$6,700	\$6,700
Total Equipment Cost	\$299,656	\$174,300	\$166,000	\$340,300		\$16,811	\$656,767
Remodeling		FY 22/23	OTO	FY 22/23	FY 23/24	FY 24/25	Total
LED Lighting Installation			\$3,000	\$3,000			
Painting & Repair walls			\$10,000	\$10,000			
Total Remodeling Cost			\$13,000	\$13,000			
Subcontractor/OTHERS	FY 21/22	FY 22/23			FY 23/24	FY 24/25	Total
One Time Rate Increase of \$0.735/meal in FY 21/22 to compensate for significantly reduced project income.	\$156,872						\$156,872
One time increase of \$0.75/meal in FY 23/24 to compensate for the significantly reuced project income					\$177,660		\$177,660
Total Subcontractor Cost	\$156,872				\$177,660		\$334,532
Total DAS Capital & Subcontractor Expenditure	\$456,528	\$174,300	\$179,000	\$353,300	\$177,660	\$16,811	\$1,004,299
Non DAS Capital Expenditure							
Equipment (Qty)		FY 22/23			FY 23/24	FY 24/25	Total
Walk-in Freezer/Refrigerator							
Exhaust Fan							
Total Equipment Cost							
Remodeling		FY 22/23			FY 23/24	FY 24/25	Total
Total Remodeling Cost							
Subcontractor		FY 22/23			FY 23/24	FY 24/25	Total
Total Subcontractor Cost							
Total Non DAS Capital & Subcontractor Expenditure							
Total DAS and Non DAS Capital & Subcontractor Expenditure	\$456,528	\$174,300	\$179,000	\$353,300	\$177,660	\$16,811	\$1,004,299
HSA #4							10/25/2016

Program: Home-delivered meals for (X) older adults, () adults with disabilities or () emergency
 (Same as Line 11 on HSA #1)

NCQA Expenditure Detail

DAS NCQA Expenditure	Unit price	Unit	FY 21/22	FY 22/23	FY 23/24	FY 24/25	OTO FY24/25	FY 24/25	Total
Menu planning and nutrition analysis	\$673.64 /set	2.00	\$1,347	\$1,347	\$1,347	\$1,347		\$1,347	\$5,388
Kitchen and food service monitoring	\$630.17	4.00	\$2,521	\$2,521	\$2,521	\$2,521		\$2,521	\$10,084
HDM Route Monitoring	\$389.53 /route	36.00	\$14,023	\$14,023	\$14,023	\$14,023		\$14,023	\$56,092
Nutrition education	\$39.81	4.00	\$159	\$159	\$159	\$159		\$159	\$636
Nutrition counseling (optional)	/hour								
In-service training	\$79.82 /training	4.00	\$319	\$319	\$319	\$319		\$319	\$1,276
HDM Assessment for ENP/C2 nutrition program (Initial and annual)	\$257.12 /assessment	1052.00	\$227,808	\$270,490	\$269,976	\$231,922	\$9,771	\$241,693	\$1,009,967
Annual Assessment for the HDM program for Adults with Disabilities (optional)	/annual assessment								
Total DAS NCQA Expenditure			\$246,177	\$288,859	\$288,345	\$250,291	\$9,771	\$260,062	\$1,083,443
Non DAS NCQA Expenditure									
Menu planning and nutrition analysis	/set								
Kitchen and food service monitoring									
HDM Route Monitoring	/route								
Nutrition education									
Nutrition counseling (optional)	/hour								
In-service training	/training								
HDM Assessment for ENP/C2 nutrition program (Initial and annual)	/assessment								
Annual Assessment for HDM program for Adults with Disabilities (optional)	/annual assessment								
Total Non DAS NCQA Expenditure									
Total DAS and Non DAS NCQA Expenditure			\$246,177	\$288,859					\$1,083,443
HSA #4									10/25/2016

Department of Disability and Aging Services (DAS) Description for Nutrition Compliance-Quality Assurance (NCCA) Units of Service		
NCCA Service Unit	Frequency Guideline	Description
Menu Planning & Nutrient Analysis	2 x per year or as otherwise approved by DAS	<p>Menu planning is the development of a menu cycle that adheres to the nutrition requirements of meals as well as DAS OCP and CDA menu standards as amended. A RD conducts the nutrient analysis and the analysis will demonstrate adherence to the menu standards and nutrition requirements of meals.</p> <p>Menu planning should be culturally responsive and in accordance with the most current DAS OCP and CDA menu guidelines. The menu cycle will be a minimum of five weeks unless otherwise approved by DAS OCP. The menu cycle and nutrient analysis must be submitted to OCP for approval at least one month prior to use. The purpose of the nutrient analysis is to determine if daily meals and weekly menus comply with the nutrition requirements. Each meal provided through congregate and home-delivered meal programs shall adhere to the current Dietary Guidelines for Americans (DGA) and provide a minimum of one-third of the Dietary Reference Intakes (DRI). (22 CCR Section 7638.5) The nutrient analysis will evaluate at least two weeks in a menu cycle and include, at minimum, the target nutrients outlined in the most current DAS OCP policy memorandum for nutrition program standards. (OCP PM 42) The target nutrients include calories, protein, fat, saturated fat, trans fat, sodium, fiber, vitamin A, vitamin C, vitamin B12, calcium, magnesium, potassium, vitamin D.</p> <p>1 unit = a menu cycle with a nutrient analysis</p>
HACCP Kitchen & Food Service Monitoring for Congregate Meal Programs	4 x per year, quarterly	<p>A registered dietitian (RD) conducts and documents an on-site HACCP safety and sanitation monitoring of the production/central kitchen, ensures that the kitchen has a current health inspection from the Environmental Health Division of the San Francisco Department of Public Health, and is in compliance with the most recent CRFC. The HACCP safety and sanitation monitoring will address food safety throughout the food service process from procurement, preparation, transporting and serving of meals. The RD also reviews food service documentation including, but not limited to, the quarterly congregate site monitoring reports, quarterly nutrition education documentation, monthly menus, substitutions logs, and in-service training for nutrition staff (paid or volunteer). The RD will document and submit a report to the agency and OCP within two weeks of the monitoring visit. Meal programs with more than one production kitchen will have additional monitoring units as approved by DAS. The RD will also provide technical assistance and in-service training as needed to ensure ongoing compliance and as corrective action to findings.</p> <p>1 unit = 1 monitoring session completed</p>
HACCP Kitchen & Food Service Monitoring for HDM Programs	4 x per year, quarterly	<p>A registered dietitian (RD) conducts and documents an on-site HACCP safety and sanitation monitoring of the production/central kitchen, ensures that the kitchen has a current health inspection from the Environmental Health Division of the San Francisco Department of Public Health, and is in compliance with the most recent CRFC. The HACCP safety and sanitation monitoring will address food safety throughout the food service process from procurement, preparation, transporting and delivery of meals. The RD also reviews food service documentation including, but not limited to, HDM route monitoring reports, HDM temperature checks, quarterly nutrition education documentation, monthly menus, substitutions logs, and in-service training for nutrition staff (paid or volunteer). The RD will document and submit a report to the agency and OCP within two weeks of the monitoring visit. Meal programs with more than one production kitchen will have additional monitoring units as approved by DAS. The RD will also provide technical assistance and in-service training as needed to ensure ongoing compliance and as corrective action to findings.</p> <p>1 unit = 1 monitoring session completed</p>
Congregate Site Monitoring	4 x per year per site, quarterly	<p>Observation of meal service at a congregate meal site and review of onsite meal and food service records in accordance with OCP policy memoranda. Staff will document the results of the monitoring and submit a report to the agency and OCP within two weeks of the monitoring visit. Site monitoring will be conducted by a qualified staff member, who at minimum is trained by either a food safety manager or RD.</p> <p>Site monitoring also includes the provision of technical assistance and in-service training as needed to ensure ongoing compliance and as corrective action to findings.</p> <p>1 unit = 1 monitoring session completed</p>
HDM Route Monitoring	2x per year per route	<p>Review HDM system including but not limited to the packing, transporting, and delivery of meals. Staff will document the results of the monitoring and submit report to the agency within two weeks of the monitoring. HDM route monitorings will be conducted by a qualified staff member, who at minimum is trained by either a food safety manager or RD.</p> <p>Route monitoring also includes the provision of technical assistance and in-service training as needed to ensure ongoing compliance and as corrective action to findings.</p> <p>1 unit = 1 HDM route monitoring session completed</p>
Nutrition Education for Congregate Meal Programs	4 x per year, quarterly	<p>Informing recipients of congregate meals about current nutrition facts and information, which will promote improved food selection, eating habits, nutrition, health promotion, and disease prevention practices. A yearly written nutrition education plan developed by an RD shall be implemented, monitored, and kept on file by the grantee and submitted to DAS for review. (22 CCR Sec. 7630 & 7638.11)</p> <p>Prepare a minimum of four nutrition education lesson plans and implement at each congregate meal site on a quarterly basis. Nutrition education may include, but is not limited to, informing consumers about current facts and information which will promote improved food selection, eating habits, nutrition, health promotion, and disease prevention practices. Nutrition education for congregate sites is defined as demonstrations, audiovisual presentations, lectures, or small group discussions. Dietetic students, interns, or technicians may provide nutrition education when an RD has provided input, reviewed, and approved the content of nutrition education prior to the presentation. A nutrition presentation will be at minimum 30 minutes per session.</p> <p>1 unit = 1 session</p>
Nutrition Education for Home Delivered Meal Programs	4 x per year, quarterly	<p>Informing recipients of home-delivered meals about current nutrition facts and information, which will promote improved food selection, eating habits, nutrition, health promotion, and disease prevention practices. A yearly written nutrition education plan developed by an RD shall be implemented, monitored, and kept on file by the grantee and submitted to DAS for review. (22 CCR Sec. 7630 & 7638.11)</p> <p>Develop and distribute nutrition education materials for HDM clients on a quarterly basis. Nutrition education may include, but is not limited to, informing consumers about current facts and information which will promote improved food selection, eating habits, nutrition, health promotion, and disease prevention practices. For HDM meal providers who also have a congregate meal program, materials provided to congregate meal clients may also be distributed to HDM clients to meet the requirement.</p> <p>1 unit = 1 set material per distribution</p>
Nutrition Counseling (optional)	Variable/as needed	<p>Provision of individualized advice and guidance to individuals who are at nutritional risk because of their health or nutritional history, dietary intake, medications use, or chronic illnesses about options and methods for improving their nutritional status, performed by a registered dietitian in accordance with Sections 2585 and 2586, Business and Professions Code. (22 CCR Sec. 7630)</p> <p>1 unit = 1 hour</p>
In-service Training for Nutrition Program Staff, including Food Service and Delivery Workers	4 x per year, quarterly	<p>A yearly written in-service training plan for nutrition program staff and volunteers shall be developed, implemented, monitored, and kept on file by the grantee and submitted to DAS for review. The RD shall review and approve the yearly plan and the nutrition in-service training content prior to the presentation. A minimum of four (4) hours of training shall be provided annually by the grantee for both congregate and home-delivered meal programs.</p> <p>1 unit = 1 hour in-service training provided</p>
HDM Assessment for ENPIC2 Nutrition Program (Initial and Annual)	Within 2-weeks of consumer receiving a meal and annually thereafter	<p>An assessment conducted by a qualified staff member within two weeks of receiving a meal and annually thereafter that documents the need for service and the type of meal appropriate for the participant in their living environment. The assessment covers physiological, socioeconomic, and psychological factors including acute or chronic disease, syndromes or conditions, family/support system and functional ability including activities of daily living (ADL) and instrumental activities of daily living (IADL) which contribute to an individual's need for meals and other related services. (22 CCR Sec. 7638.3)</p> <p>1 unit = 1 HDM assessment</p>
Annual Assessment for HDM Program for Adults with Disabilities (optional*)	Annually	<p>An assessment conducted annually by a qualified staff member that documents the need for service and the type of meal appropriate for the participant in their living environment. The assessment covers physiological, socioeconomic, and psychological factors including acute or chronic disease, syndromes or conditions, family/support system and functional ability including activities of daily living (ADL) and instrumental activities of daily living (IADL) which contribute to an individual's need for meals and other related services.</p> <p>1 unit = 1 annual assessment</p>

*A nutrition provider may opt out of conducting annual assessments for consumers participating in their HDM program for adults with disabilities. In this case, DAS will assign the NCCA annual assessment service for all of the consumers participating in the agency's HDM program for adults with disabilities to another organization.

APPENDIX F-1-ANNUAL SITE CHART - HOME-DELIVERED MEALS

OFFICE OF COMMUNITY PARTNERSHIPS

AGENCY:	Self-Help for the Elderly										
MAILING ADDRESS:	731 Sansome Street, Suite 100, San Francisco, CA 94111										
DIRECTOR:	Karen Lam					EMAIL:	karenl@selfhelpelderly.org			PHONE NO.:	(415) 677-7503
PROGRAM MANAGER:	Stephen Ngan					EMAIL:	stephenn@selfhelpelderly.org			PHONE NO.:	(415) 677-7580

HDM Program Type (ENP or AWD)	ENP	ENP	ENP	ENP	ENP	ENP	ENP	ENP	ENP	ENP	
Name of Delivery Route (e.g. Route 1, Route B, Excelsior Route, etc.)	H1, J2	J5, J7	J1, J3	J6	H1, H2	B1, C1	A3, B2, C2	S1, S3, S9	S5, S7	S2, S4, S10	
Address and Zip (where meals are produced and/or packed)	1555 Burke Ave, Unit D SF, CA 94124	1555 Burke Ave, Unit D SF, CA 94124	1555 Burke Ave, Unit D SF, CA 94124	1555 Burke Ave, Unit D SF, CA 94124	1555 Burke Ave, Unit D SF, CA 94124	1555 Burke Ave, Unit D SF, CA 94124	1555 Burke Ave, Unit D SF, CA 94124	1555 Burke Ave, Unit D SF, CA 94124	1555 Burke Ave, Unit D SF, CA 94124	1555 Burke Ave, Unit D SF, CA 94124	
Phone Number	(415) 677-7580	(415) 677-7580	(415) 677-7580	(415) 677-7580	(415) 677-7580	(415) 677-7580	(415) 677-7580	(415) 677-7580	(415) 677-7580	(415) 677-7580	
Alternate Phone Number	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615	
Neighborhood/ Geographic Delivery Service Area	Richmond, Seacliff	Richmond, Seacliff	Richmond, Seacliff, Cole Valley	Richmond, Seacliff	Marina	Chinatown, North Beach, Nob Hill, Russian Hill	Chinatown, North Beach, Nob Hill, Russian Hill	Sunset	Sunset	Sunset	
Supervisory District #	1	1	1	1	2	3	3	4	4	4	
Zip Codes Served	94118, 94121	94118, 94121	94117, 94118, 94121	94118, 94121	94109, 94129, 94123	94102, 94103, 94108, 94109, 94111, 94133	94102, 94103, 94108, 94109, 94111, 94133	94116, 94122	94116, 94122	94116, 94122	
Meal Delivery Days	<u> </u> x <u> </u> Mon <u> </u> Tues <u> </u> Wed <u> </u> x <u> </u> Thurs <u> </u> Fri <u> </u> Sat <u> </u> Sun	<u> </u> x <u> </u> Mon <u> </u> Tues <u> </u> Wed <u> </u> x <u> </u> Thurs <u> </u> Fri <u> </u> Sat <u> </u> Sun	<u> </u> Mon <u> </u> x <u> </u> Tues <u> </u> Wed <u> </u> Thurs <u> </u> x <u> </u> Fri <u> </u> Sat <u> </u> Sun	<u> </u> Mon <u> </u> x <u> </u> Tues <u> </u> Wed <u> </u> Thurs <u> </u> x <u> </u> Fri <u> </u> Sat <u> </u> Sun	<u> </u> x <u> </u> Mon <u> </u> x <u> </u> Tues <u> </u> x <u> </u> Wed <u> </u> x <u> </u> Thurs <u> </u> x <u> </u> Fri <u> </u> Sat <u> </u> Sun	<u> </u> x <u> </u> Mon <u> </u> Tues <u> </u> Wed <u> </u> x <u> </u> Thurs <u> </u> Fri <u> </u> Sat <u> </u> Sun	<u> </u> Mon <u> </u> x <u> </u> Tues <u> </u> Wed <u> </u> Thurs <u> </u> x <u> </u> Fri <u> </u> Sat <u> </u> Sun	<u> </u> x <u> </u> Mon <u> </u> Tues <u> </u> Wed <u> </u> Thurs <u> </u> Fri <u> </u> Sat <u> </u> Sun	<u> </u> x <u> </u> Mon <u> </u> Tues <u> </u> Wed <u> </u> x <u> </u> Thurs <u> </u> Fri <u> </u> Sat <u> </u> Sun	<u> </u> Mon <u> </u> x <u> </u> Tues <u> </u> Wed <u> </u> Thurs <u> </u> Fri <u> </u> Sat <u> </u> Sun	<u> </u> Mon <u> </u> x <u> </u> Tues <u> </u> Wed <u> </u> Thurs <u> </u> x <u> </u> Fri <u> </u> Sat <u> </u> Sun
Office Hours	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	
Type of Meal (hot, chill or frozen)	Hot	Frozen	Hot	Frozen	Hot	Hot	Hot	Hot	Frozen	Hot	
DIET Type (Regular, Vegetarian, Modified-specify, e.g. Diabetic)	Regular	Regular	Regular	Regular	Regular	Regular	Regular	Regular	Regular	Regular	
Cuisine Type (Select from list)	Chinese	Chinese	Chinese	Chinese	Chinese	Chinese	Chinese	Chinese	Chinese	Chinese	
# Unduplicated Consumers	60	65	70	25	25	50	50	85	40	110	
Maximum # of consumers served on route/delivery day	63	68	74	25	25	52	53	90	41	115	
Number of Meals on Route	13,100	14,700	15,900	5,600	4,100	11,100	12,000	19,500	9,000	24,000	
Annual # Comprehensive Assessment Units											
Annual # Nutrition Counseling HOURS											
Annual # Nutrition Counseling SESSIONS											
Annual # Unduplicated Nutrition Counseling Consumers											
# Service Days (7/1/2024-6/30/2025)	249	249	249	249	249	249	249	249	249	249	
Average # meals per day	55	61	66	23	17	47	49	81	38	101	
Holidays (list holidays - no delivery between 7/1/2024-6/30/2025)	New Year's Day, Martin Luther King, Jr. Day, Chinese New Year, Presidents' Day, Memorial Day, Independence Day, Labor Day, Indigenous Peoples Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day										

ENP	ENP	ENP	ENP	ENP	ENP	ENP	ENP	ENP	ENP	ENP	ENP	ENP
S6, S8	A1, A3, C6	H2	A1	A2	A4	K2, S1	K5, S7	K1, S2	D	D	K5	L1
1555 Burke Ave, Unit D SF, CA 94124 (415) 677-7580	1555 Burke Ave, Unit D SF, CA 94124 (415) 677-7580	1555 Burke Ave, Unit D SF, CA 94124 (415) 677-7580	1555 Burke Ave, Unit D SF, CA 94124 (415) 677-7580	1555 Burke Ave, Unit D SF, CA 94124 (415) 677-7580	1555 Burke Ave, Unit D SF, CA 94124 (415) 677-7580	1555 Burke Ave, Unit D SF, CA 94124 (415) 677-7580	1555 Burke Ave, Unit D SF, CA 94124 (415) 677-7580	1555 Burke Ave, Unit D SF, CA 94124 (415) 677-7580	1555 Burke Ave, Unit D SF, CA 94124 (415) 677-7580	1555 Burke Ave, Unit D SF, CA 94124 (415) 677-7580	1555 Burke Ave, Unit D SF, CA 94124 (415) 677-7580	1555 Burke Ave, Unit D SF, CA 94124 (415) 677-7580
(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615
Sunset	Tenderloin, Western Addition, Japantown, Haight Ashbury	Tenderloin, Western Addition, Japantown, Haight Ashbury	South of Market, Mission Bay	South of Market, Mission Bay	South of Market, Mission Bay	Inner Sunset, Ingleside, Stonetown	Inner Sunset, Ingleside, Stonetown	Inner Sunset, Ingleside, Stonetown	Inner Sunset, Ingleside, Stonetown	Noe Valley	Noe Valley	Portola
4	5	5	6	6	6	7	7	7	7	8	8	9
94116, 94122	94102, 94109, 94115	94102, 94109, 94115	94103, 94107	94107, 94158	94107, 94158	94122, 94116, 94112, 94132	94122, 94116, 94112	94122, 94116, 94112, 94132	94122, 94116, 94112	94116, 94122	94116, 94122	94134
__ Mon x Tues	__ Mon x Tues	_x Mon Tues	__ Mon x Tues	_x Mon Tues	__ Mon x Tues	_x Mon Tues	_x Mon Tues	__ Mon x Tues	__ Mon x Tues	__ Mon x Tues	_x Mon Tues	_x Mon Tues
__ Wed Thurs	__ Wed Thurs	__ Wed x Thurs	__ Wed Thurs	__ Wed x Thurs	__ Wed Thurs	__ Wed x Thurs	__ Wed x Thurs	__ Wed Thurs	__ Wed Thurs	__ Wed Thurs	__ Wed x Thurs	__ Wed x Thurs
_x Fri Sat	_x Fri Sat	__ Fri Sat	_x Fri Sat	__ Fri Sat	_x Fri Sat	__ Fri Sat	__ Fri Sat	_x Fri Sat	_x Fri Sat	_x Fri Sat	__ Fri Sat	__ Fri Sat
__ Sun	__ Sun	__ Sun	__ Sun	__ Sun	__ Sun	__ Sun	__ Sun	__ Sun	__ Sun	__ Sun	__ Sun	__ Sun
9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm
Frozen	Hot	Hot	Hot	Hot	Frozen	Hot	Frozen	Hot	Frozen	Frozen	Frozen	Hot
Regular	Regular	Regular	Regular	Regular	Regular	Regular	Regular	Regular	Regular	Regular	Regular	Regular
Chinese	Chinese	Chinese	Chinese	Chinese	Chinese	Chinese	Chinese	Chinese	Chinese	Chinese	Chinese	Chinese
50	55	10	10	25	15	35	10	10	5	5	5	15
52	58	10	10	25	15	35	10	10	5	5	5	15
11,500	13,000	2,000	1,700	5,300	3,400	7,700	2,405	1,700	1,000	1,000	1,000	2,650
249	249	249	249	249	249	249	249	249	249	249	249	249
47	53	8	7	22	14	32	10	7	4	4	4	11

ENP	ENP	ENP	ENP	ENP	ENP	Total # of Delivery Routes
D, K6	L1	K6	K2, L	K5	K1	33
1555 Burke Ave, Unit D	1555 Burke Ave, Unit D	1555 Burke Ave, Unit D	1555 Burke Ave, Unit D	1555 Burke Ave, Unit D	1555 Burke Ave, Unit D	
SF, CA 94124	SF, CA 94124	SF, CA 94124	SF, CA 94124	SF, CA 94124	SF, CA 94124	
(415) 677-7580	(415) 677-7580	(415) 677-7580	(415) 677-7580	(415) 677-7580	(415) 677-7580	
(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615	
Portola	Bayview	Bayview	Excelsior	Excelsior	Excelsior	
9	10	10	11	11	11	
94110, 94134	94124, 94134	94124, 94134	94112, 94132	94112, 94132	94112, 94132	
__ Mon x Tues	__ x Mon Tues	__ Mon x Tues	__ x Mon Tues	__ x Mon Tues	__ Mon x Tues	
__ Wed Thurs	__ Wed x Thurs	__ Wed Thurs	__ Wed x Thurs	__ Wed x Thurs	__ Wed Thurs	
__ x Fri Sat	__ Fri Sat	__ x Fri Sat	__ Fri Sat	__ Fri Sat	__ x Fri Sat	
__ Sun	__ Sun	__ Sun	__ Sun	__ Sun	__ Sun	
9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	
Frozen	Hot	Frozen	Hot	Frozen	Hot	
Regular	Regular	Regular	Regular	Regular	Regular	
Chinese	Chinese	Chinese	Chinese	Chinese	Chinese	
15	10	10	25	25	25	
15	10	10	25	25	25	
2,650	2,150	2,700	5,500	4,800	5,503	
					0	
					0	
					0	
					0	
249	249	249	249	249	249	
11	9	11	23	20	23	